AN AASIS TRAINING GUIDE

Do It Yourself Reporting: The GD20 and GD13

AASIS Support Center
April, 2002

FILE ALREADY SAVED IN (PREFERRED) SLIDE VIEW

Table of Contents

TITLE	DESCRIPTION	PAGE NUMBER
OBJECTIVES	LISTING OF COURSE OBJECTIVES	4
WHAT ARE THE GD13 AND THE GD20?	DISCUSSION OF REPORT CHARACTERISTICS	5
GD13	DISCUSSION AND DEMONSTRATION	6 --- 26
USING VARIANTS TO HIDE UNNECESSARY FIELDS	DISCUSSION AND DEMONSTRATION	27 --- 33
OTHER MODIFICATIONS IN THE GD13	DISCUSSION AND DEMONSTRATION	34 --- 41
GD20	DISCUSSION AND DEMONSTRATION	42 --- 53

Do-It-Yourself Reporting Objectives

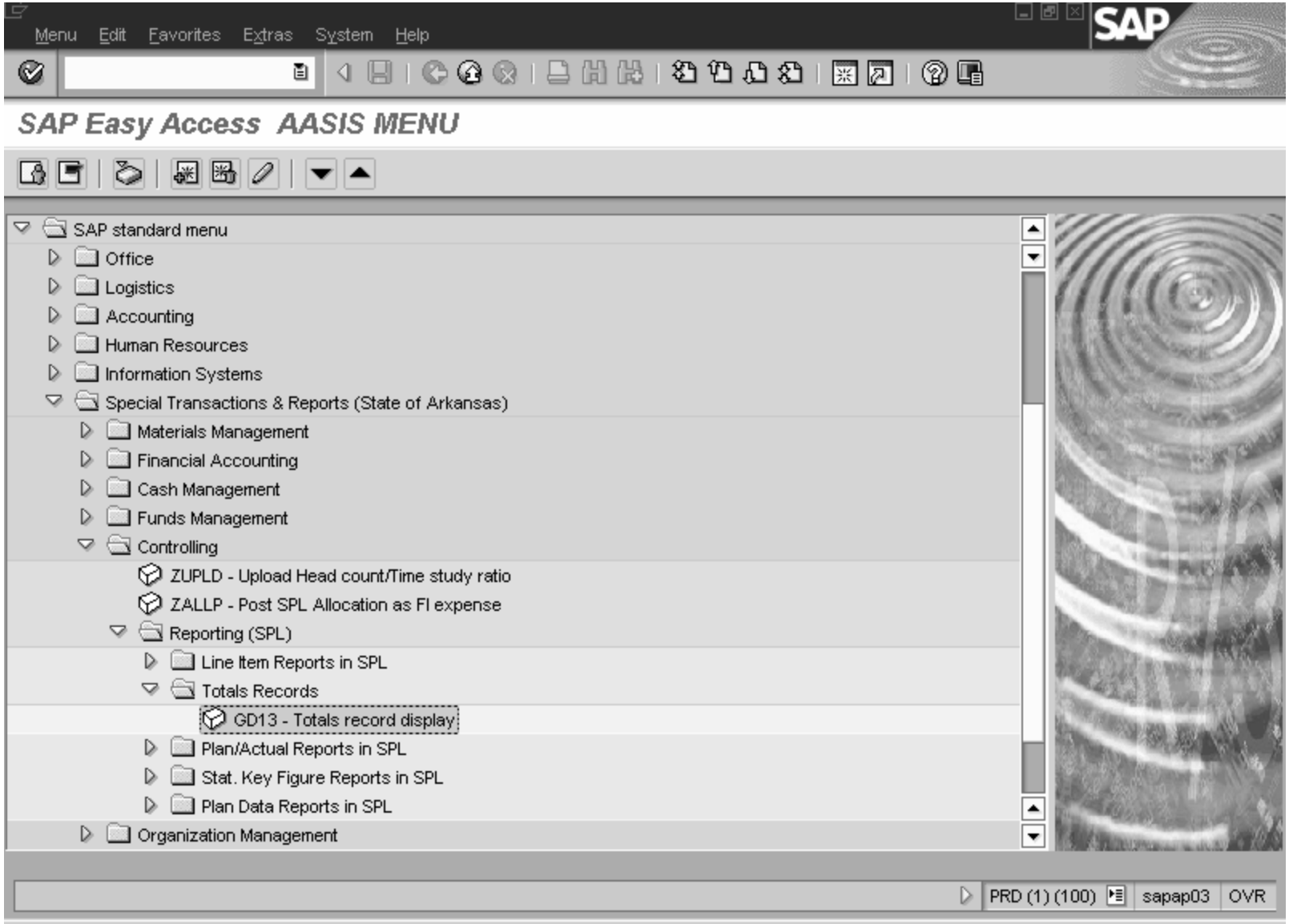
- Learn to get information using the GD13 and GD20 Reports in AASIS
- Learn what information is contained in these reports
- Learn to set and save variants to save time in rerunning the reports.

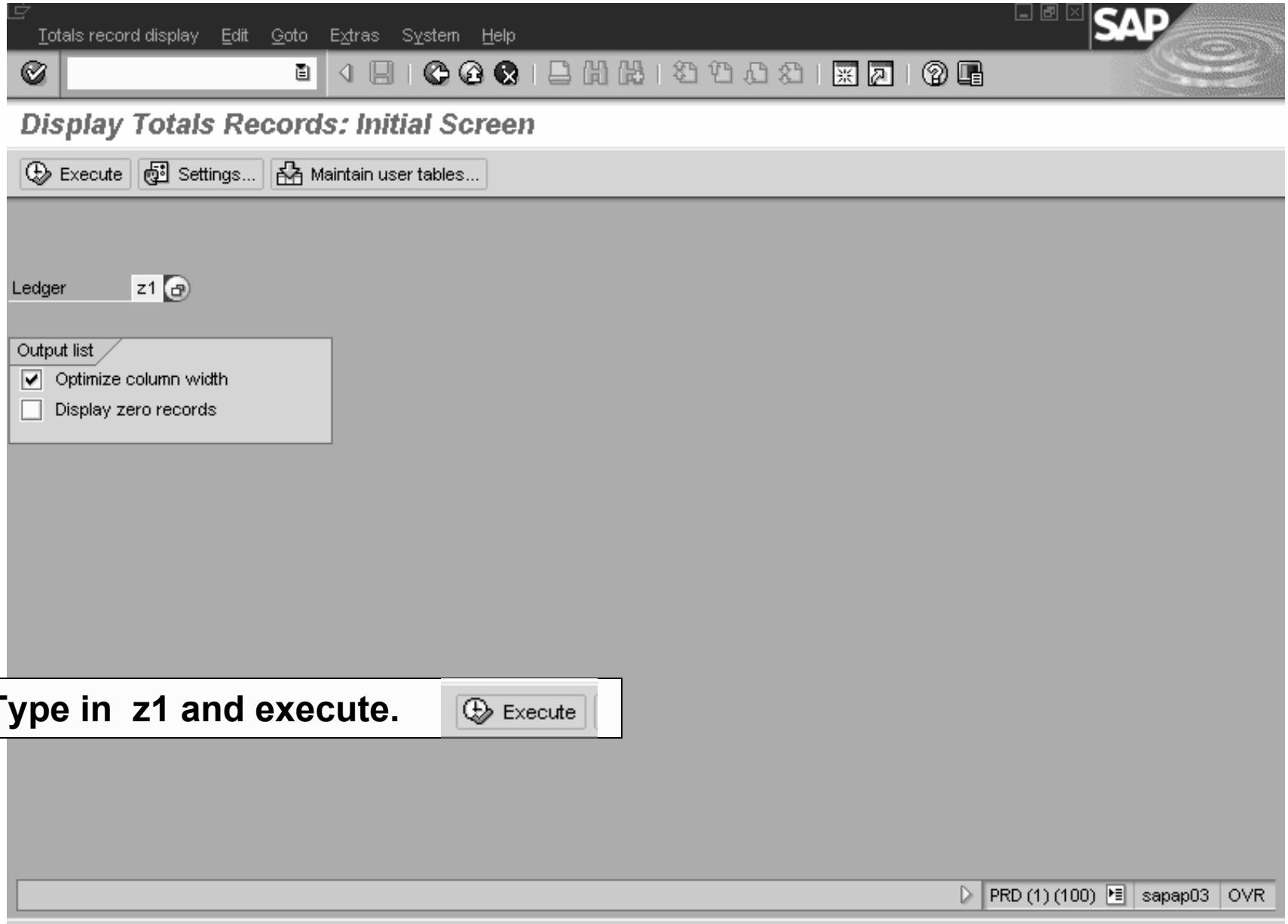
What are the GD13 and the GD20?

- These are reports that can be selected to report financial activity in cost elements by totals and line items. They can be selected for funds, funds centers, or any cost object.
- The GD13 reports the totals
- The GD20 reports the line items

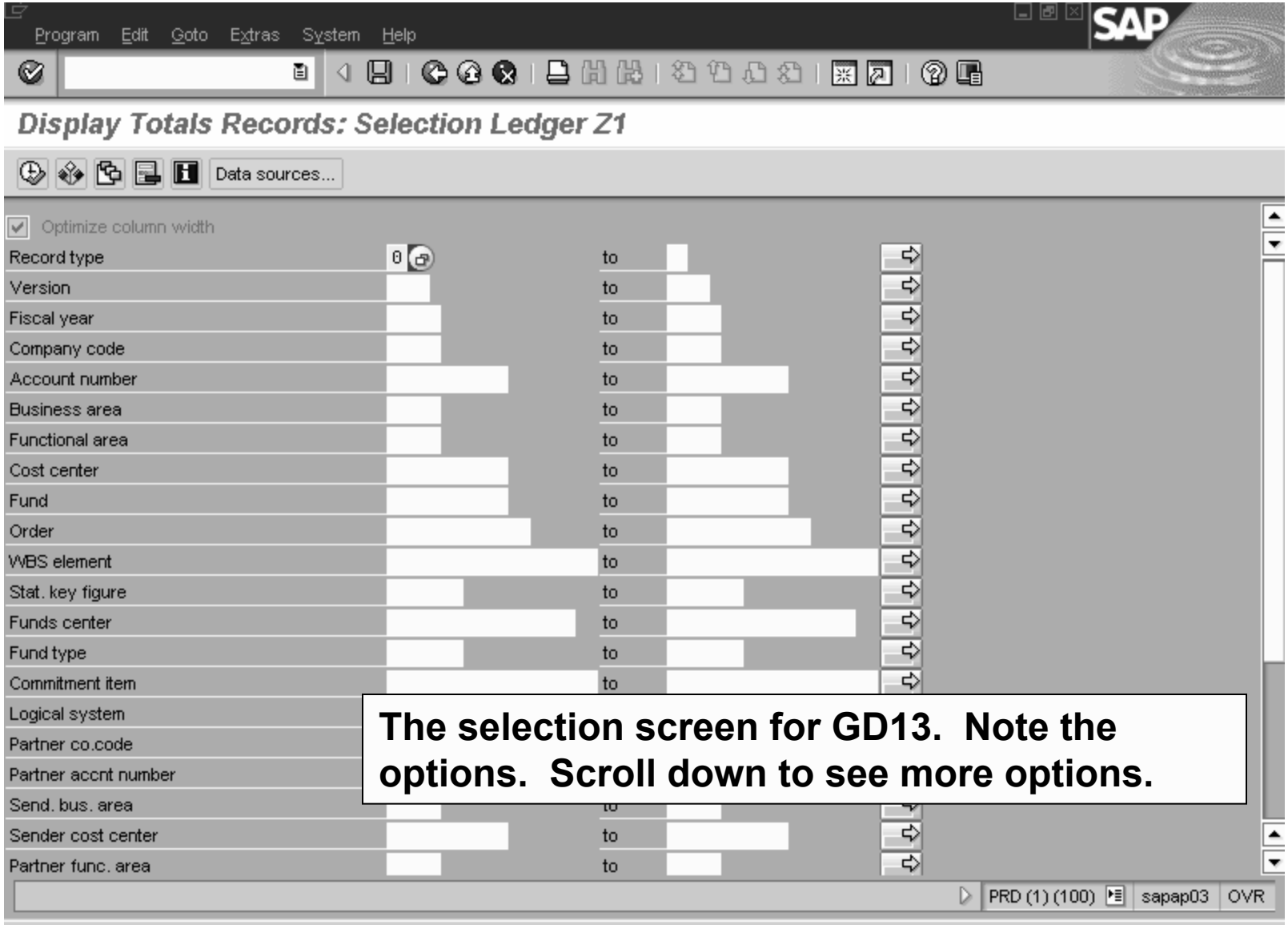
The GD13

- The GD13 can be found in the AASIS menu. Type Z000 in the transaction box to get to the AASIS menu.
- Special Transactions & Reports (State of Arkansas) > Controlling > Reporting (SPL) > Totals Records > Totals Records Display

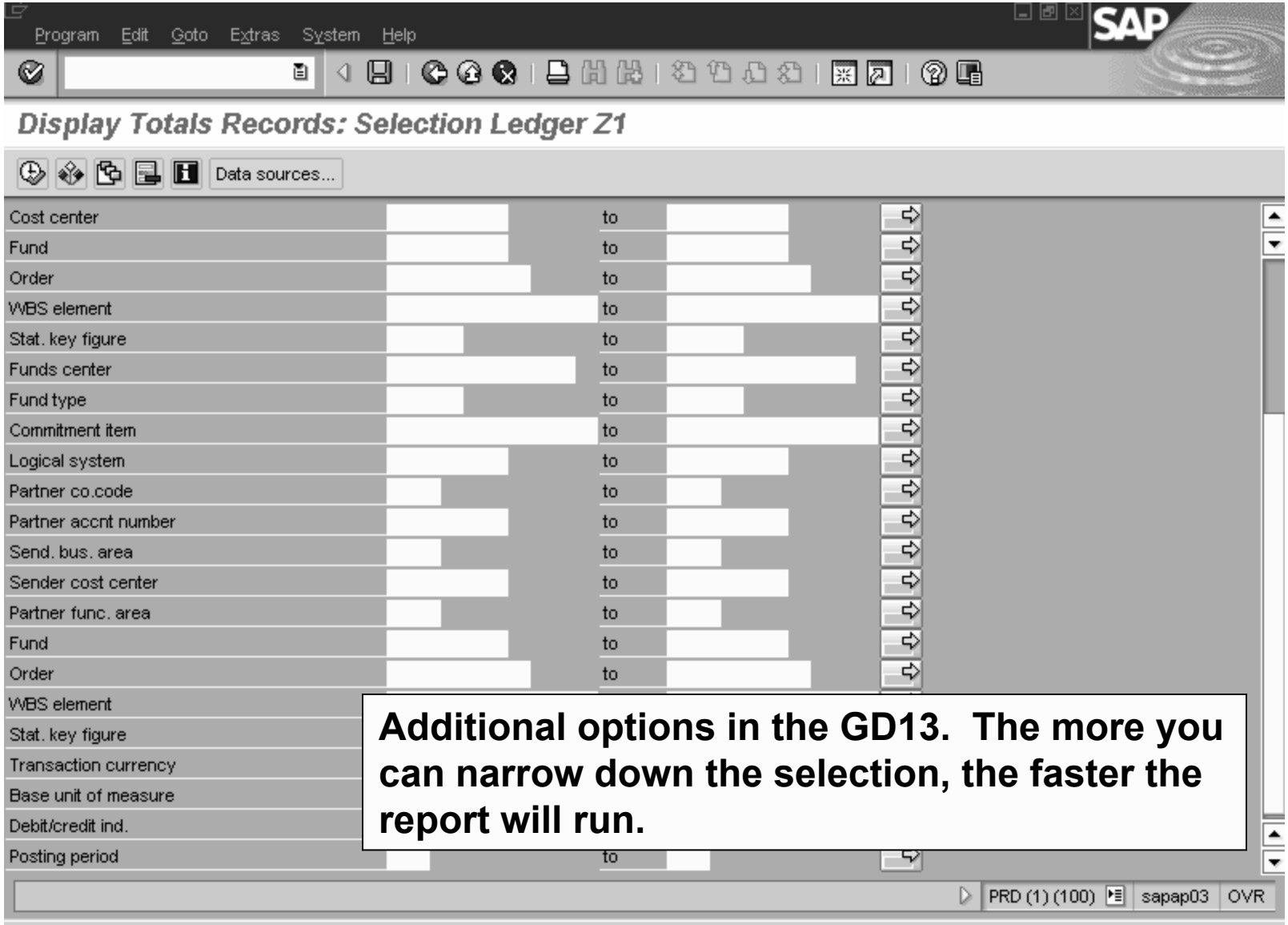

Menu Edit Favorites Extras System Help
SAP
SAP Easy Access AASIS MENU
SAP standard menu
Office
Logistics
Accounting
Human Resources
Information Systems
Special Transactions & Reports (State of Arkansas)
Materials Management
Financial Accounting
Cash Management
Funds Management
Controlling
ZUPLD - Upload Head count/Time study ratio
ZALLP - Post SPL Allocation as FI expense
Reporting (SPL)
Line Item Reports in SPL
Totals Records
GD13 - Totals record display
Plan/Actual Reports in SPL
Stat. Key Figure Reports in SPL
Plan Data Reports in SPL
Organization Management
PRD (1) (100)
sapap03
OVR

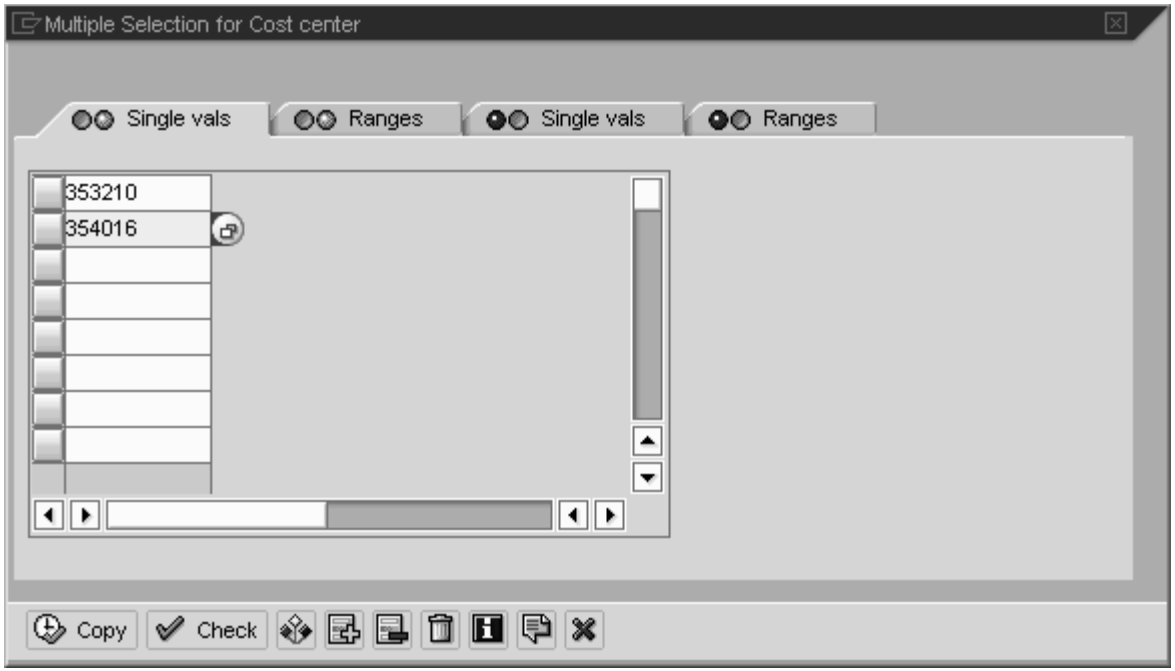


Type in z1 and execute. Execute

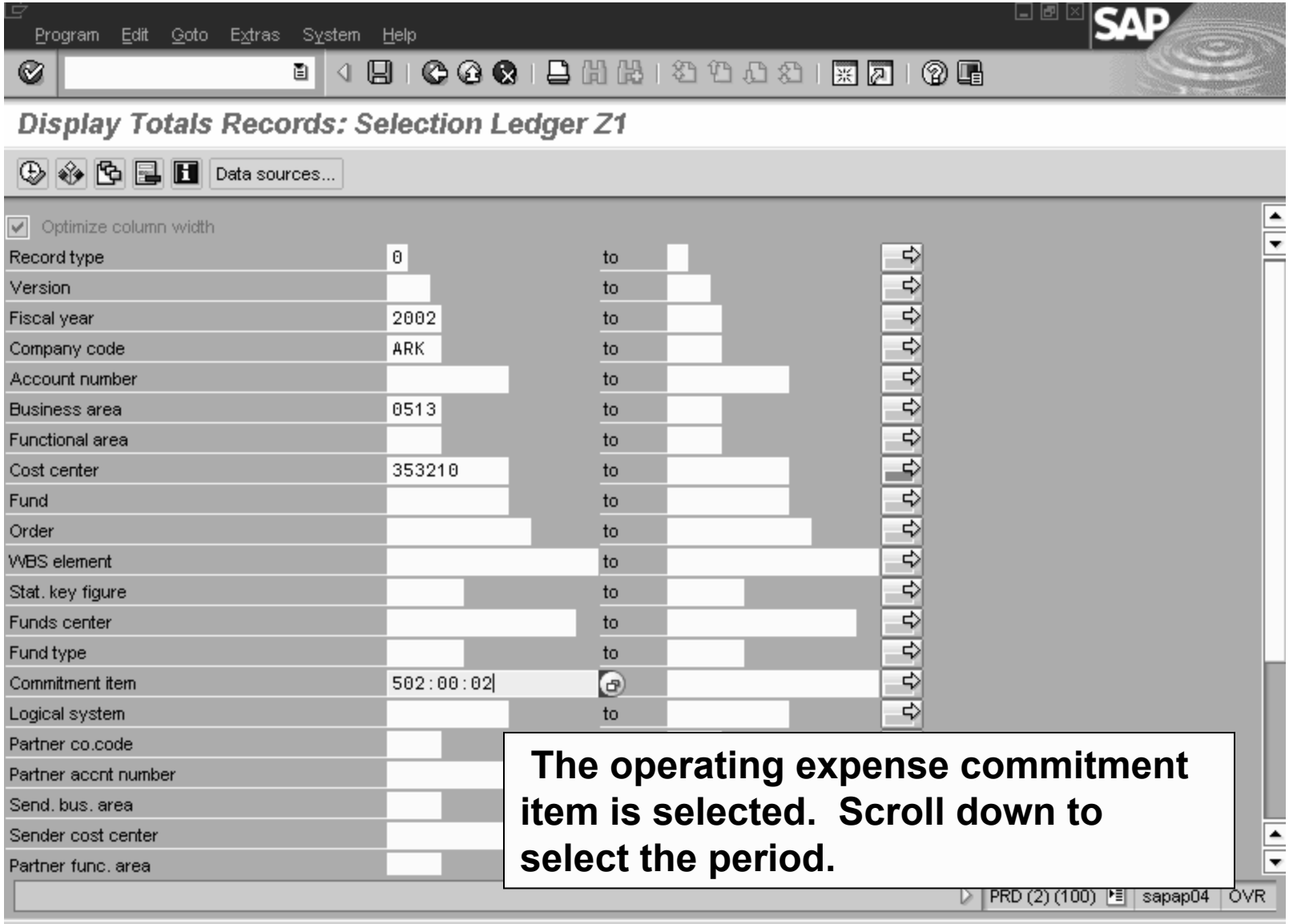


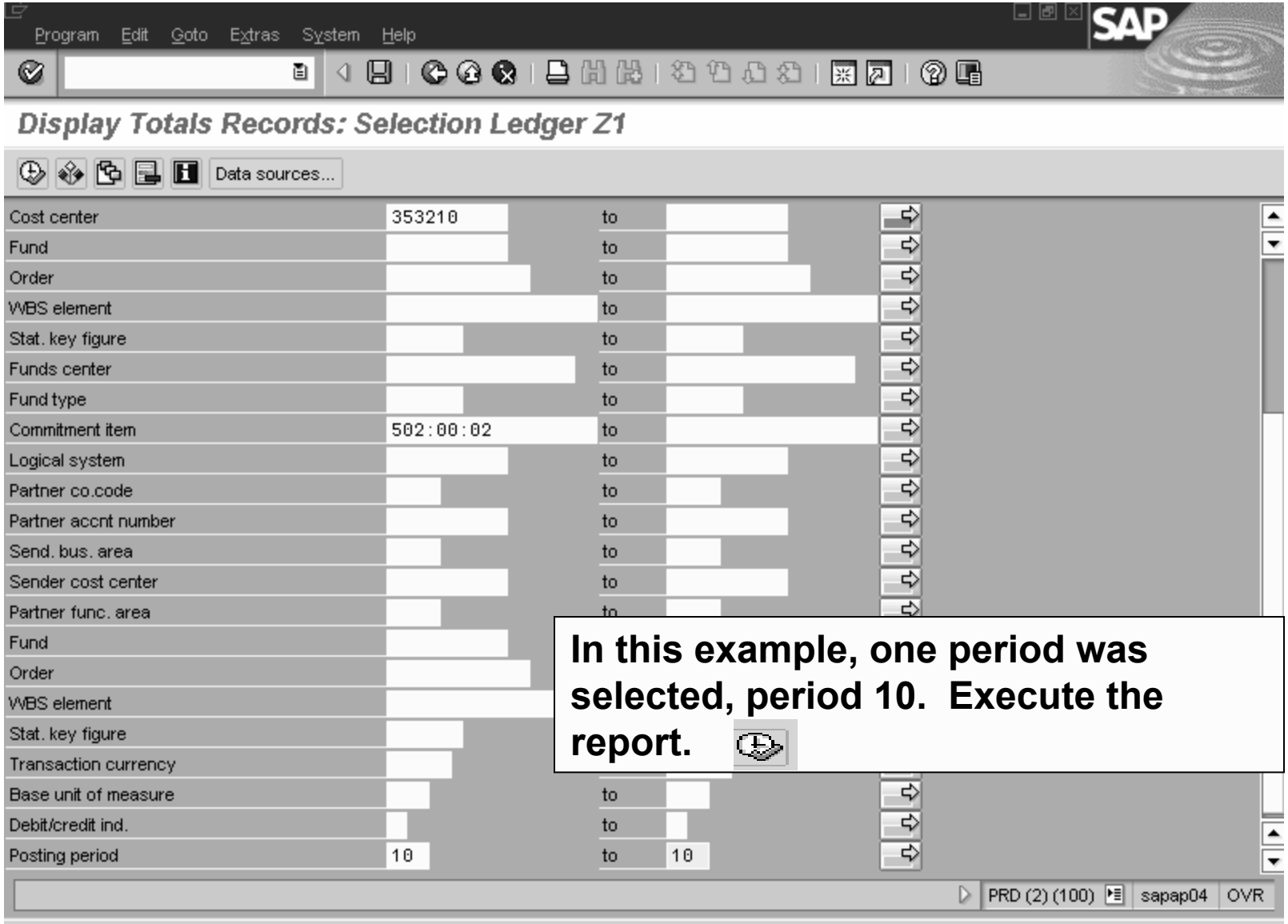
The selection screen for GD13. Note the options. Scroll down to see more options.

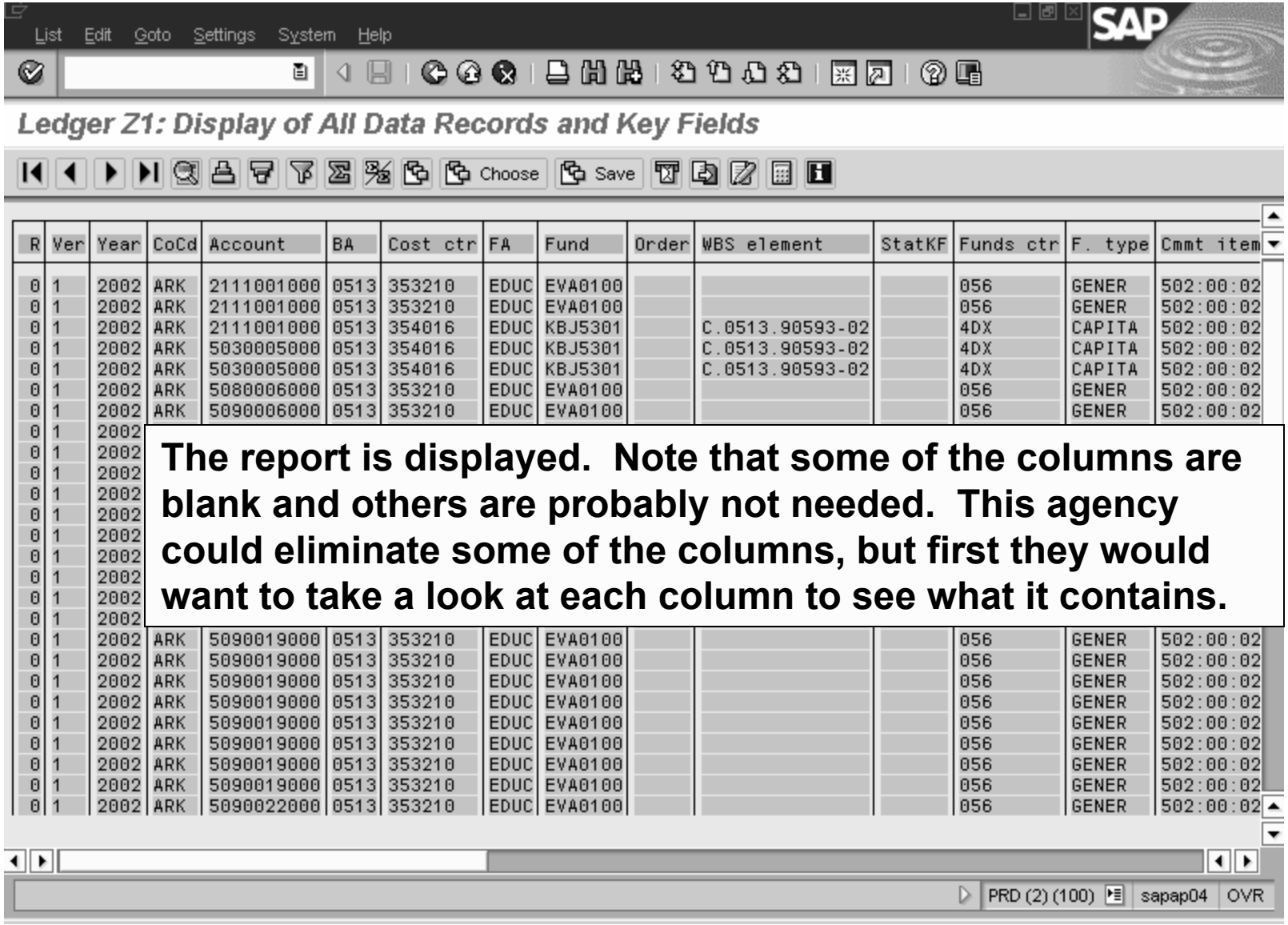

Program Edit Goto Extras System Help
SAP
Display Totals Records: Selection Ledger Z1
Data sources...
Cost center to
Fund to
Order to
WBS element to
Stat. key figure to
Funds center to
Fund type to
Commitment item to
Logical system to
Partner co.code to
Partner accnt number to
Send. bus. area to
Sender cost center to
Partner func. area to
Fund to
Order to
WBS element
Stat. key figure
Transaction currency
Base unit of measure
Debit/credit ind.
Posting period to
Additional options in the GD13. The more you can narrow down the selection, the faster the report will run.
PRD (1) (100)
sapap03
OVR



In this example, two cost centers were selected, which refer to two different funds.

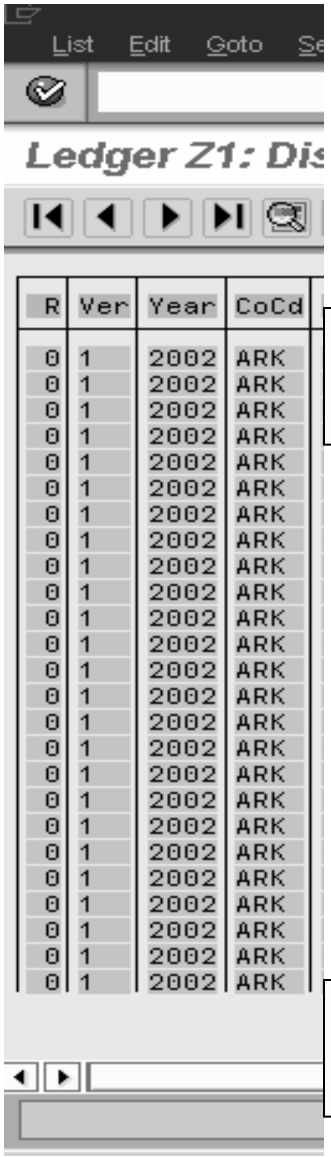

Program Edit Goto Extras System Help
SAP
Display Totals Records: Selection Ledger Z1
Data sources...
Optimize column width
Record type 0 to
Version to
Fiscal year 2002 to
Company code ARK to
Account number to
Business area 0513 to
Functional area to
Cost center 353210 to
Fund to
Order to
WBS element to
Stat. key figure to
Funds center to
Fund type to
Commitment item 502:00:02 to
Logical system to
Partner co.code
Partner accnt number
Send. bus. area
Sender cost center
Partner func. area
The operating expense commitment item is selected. Scroll down to select the period.
PRD (2) (100)
sapap04
OVR


Program Edit Goto Extras System Help
SAP
Display Totals Records: Selection Ledger Z1
Data sources...
Cost center 353210 to
Fund to
Order to
WBS element to
Stat. key figure to
Funds center to
Fund type to
Commitment item 502:00:02 to
Logical system to
Partner co.code to
Partner accnt number to
Send. bus. area to
Sender cost center to
Partner func. area to
Fund
Order
WBS element
Stat. key figure
Transaction currency
Base unit of measure to
Debit/credit ind. to
Posting period 10 to 10
In this example, one period was selected, period 10. Execute the report.
PRD (2) (100)
sapap04
OVR



R	Ver	Year	CoCd	Account	BA	Cost ctr	FA	Fund	Order	WBS element	StatKF	Funds ctr	F. type	Cmmt item
0	1	2002	ARK	2111001000	0513	353210	EDUC	EVA0100				056	GENER	502:00:02
0	1	2002	ARK	2111001000	0513	353210	EDUC	EVA0100				056	GENER	502:00:02
0	1	2002	ARK	2111001000	0513	354016	EDUC	KBJ5301		C.0513.90593-02		4DX	CAPITA	502:00:02
0	1	2002	ARK	5030005000	0513	354016	EDUC	KBJ5301		C.0513.90593-02		4DX	CAPITA	502:00:02
0	1	2002	ARK	5030005000	0513	354016	EDUC	KBJ5301		C.0513.90593-02		4DX	CAPITA	502:00:02
0	1	2002	ARK	5080006000	0513	353210	EDUC	EVA0100				056	GENER	502:00:02
0	1	2002	ARK	5090006000	0513	353210	EDUC	EVA0100				056	GENER	502:00:02
0	1	2002												
0	1	2002												
0	1	2002												
0	1	2002												
0	1	2002												
0	1	2002												
0	1	2002												
0	1	2002												
0	1	2002												
0	1	2002	ARK	5090019000	0513	353210	EDUC	EVA0100				056	GENER	502:00:02
0	1	2002	ARK	5090019000	0513	353210	EDUC	EVA0100				056	GENER	502:00:02
0	1	2002	ARK	5090019000	0513	353210	EDUC	EVA0100				056	GENER	502:00:02
0	1	2002	ARK	5090019000	0513	353210	EDUC	EVA0100				056	GENER	502:00:02
0	1	2002	ARK	5090019000	0513	353210	EDUC	EVA0100				056	GENER	502:00:02
0	1	2002	ARK	5090019000	0513	353210	EDUC	EVA0100				056	GENER	502:00:02
0	1	2002	ARK	5090019000	0513	353210	EDUC	EVA0100				056	GENER	502:00:02
0	1	2002	ARK	5090019000	0513	353210	EDUC	EVA0100				056	GENER	502:00:02
0	1	2002	ARK	5090022000	0513	353210	EDUC	EVA0100				056	GENER	502:00:02

The report is displayed. Note that some of the columns are blank and others are probably not needed. This agency could eliminate some of the columns, but first they would want to take a look at each column to see what it contains.



The first column, R stands for record type:

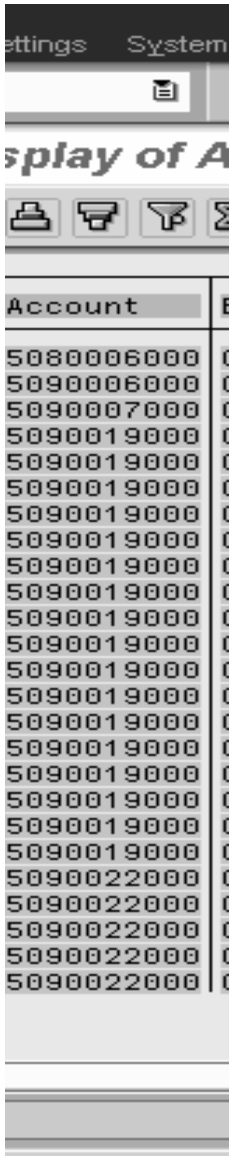
Record Type

Record type:

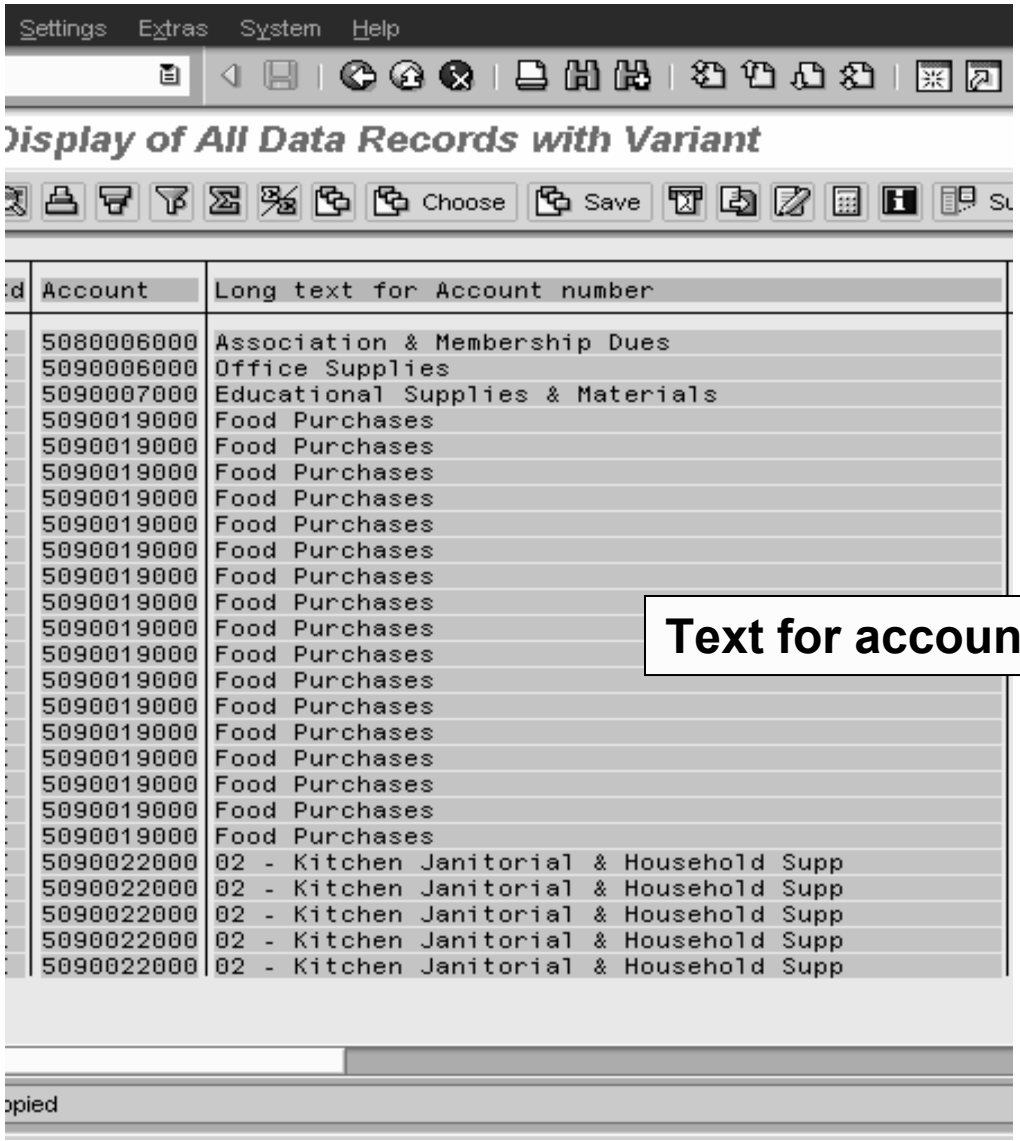
- '0': Actual
- '1': Plan
- '2': Apportioned or distributed, actual
- '3': Apportioned or distributed, plan

The next column, Ver stands for version: This is always 1.

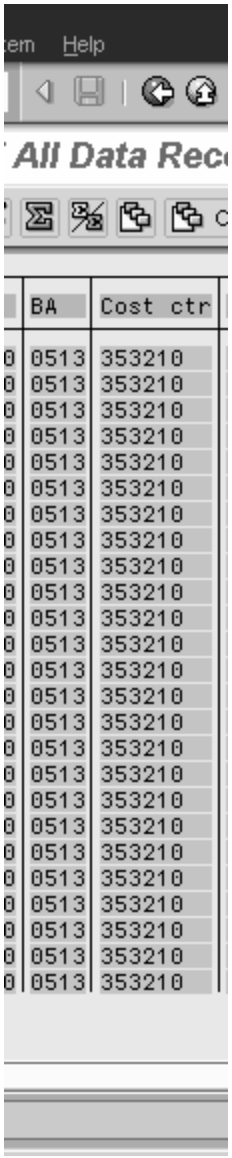
Year is the fiscal year and CoCd is the company code (always ARK).



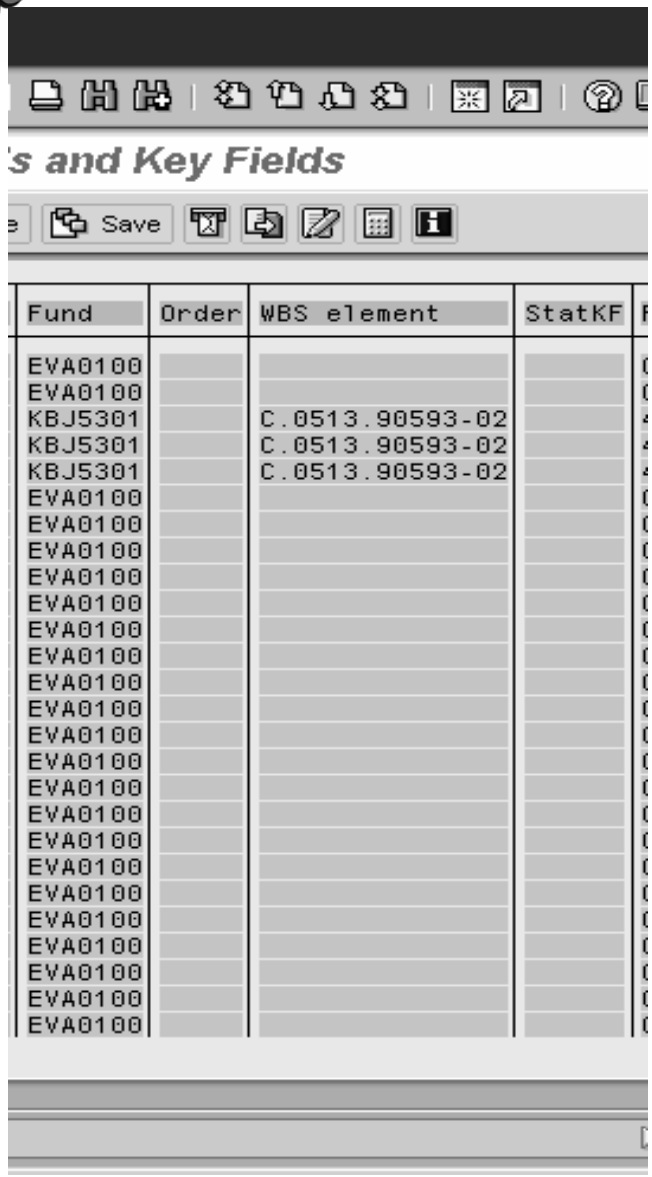
Account is the number for the general ledger account or cost element. To find out what they are, you can select and move the long text from the hidden column to the display column in the display variant.



Text for account number is displayed.



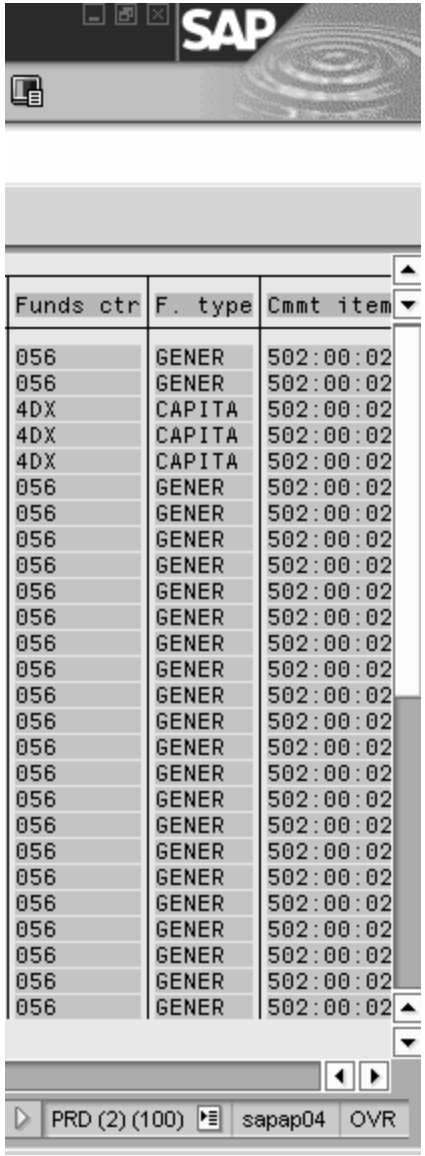
The business area is the state agency number and the cost center is the cost object selected.



The functional area is the CAFR categorization for the agency. The Fund is the fund that the expense was paid from.

The order and the WBS Element are additional cost objects. In this case, they are either not applicable, or the agency did not enter them on the transactions for this cost center.

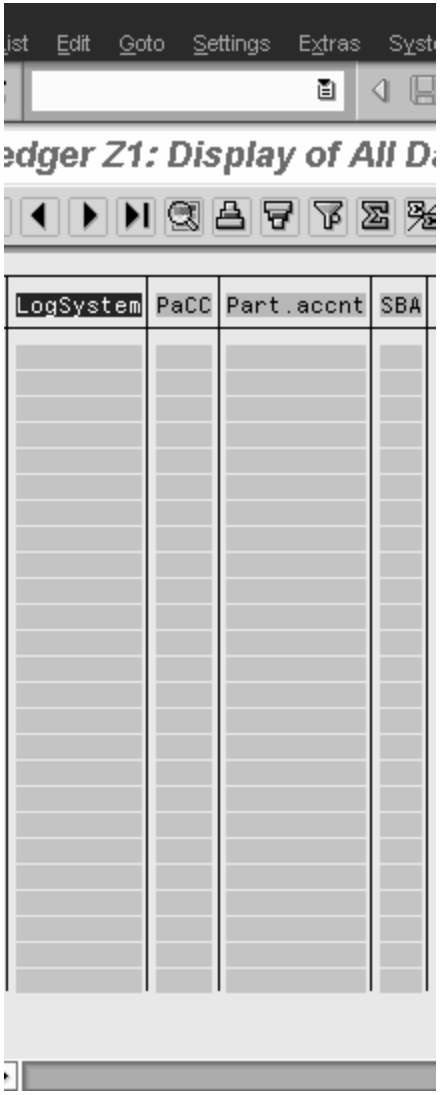
The StatKF column stands for Stat Key Figure. These are entered by some agencies as additional data.



The Funds ctr column indicates what appropriation the item was paid from.

The Fund type is determined from the appropriation and can be used for reporting.

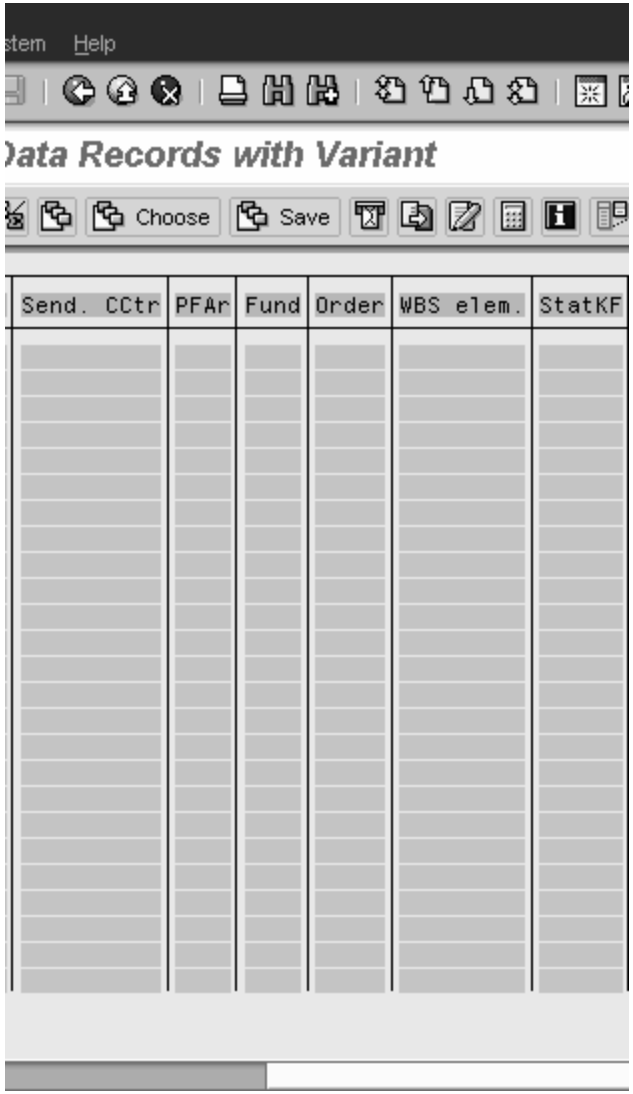
The Commitment item refers to the character code in the agency's appropriation act. The budgets are restricted by commitment item.



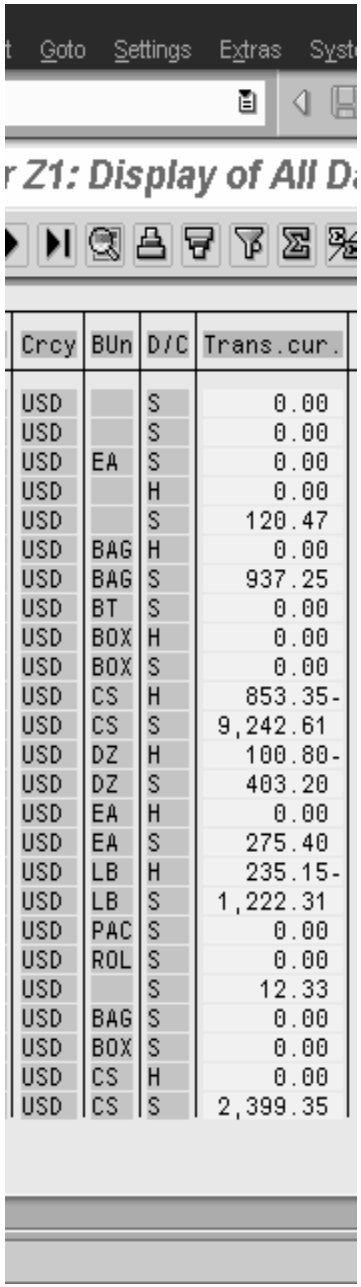
LogSystem is logical system (not presently used by AASIS).

PaCC and Part. Accnt refer to partner accounts, not used much by state agencies.

SBA refers to Sending Business Area. This is useful in reconciling the Due to/Due from accounts. The SBA will be the other agency if the Due to/Due from crosses agencies, such as a payroll transfer.



The Sending Cost Center, Partner Fund, Order, WBS element, and Stat Key Figure here refer to the partner or sending funds and not the ones that will show the actual expenditures.



Crcy	BUn	D/C	Trans.cur.
USD		S	0.00
USD		S	0.00
USD	EA	S	0.00
USD		H	0.00
USD		S	120.47
USD	BAG	H	0.00
USD	BAG	S	937.25
USD	BT	S	0.00
USD	BOX	H	0.00
USD	BOX	S	0.00
USD	CS	H	853.35-
USD	CS	S	9,242.61
USD	DZ	H	100.80-
USD	DZ	S	403.20
USD	EA	H	0.00
USD	EA	S	275.40
USD	LB	H	235.15-
USD	LB	S	1,222.31
USD	PAC	S	0.00
USD	ROL	S	0.00
USD		S	12.33
USD	BAG	S	0.00
USD	BOX	S	0.00
USD	CS	H	0.00
USD	CS	S	2,399.35

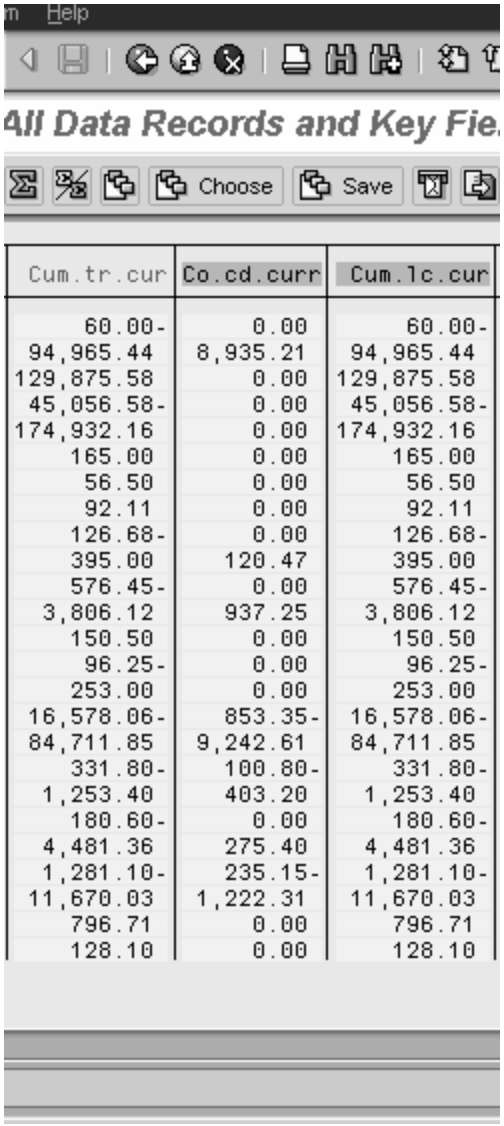
Crcy refers to transaction currency (USD stands for US dollars). Bun is base unit of measure.

D/C refers to debits and credits:

Debit/credit indicator

Shows on which side of the account (S = debit, H = credit) the transaction figures are updated.

Trans. Cur. is the amount of the transaction.

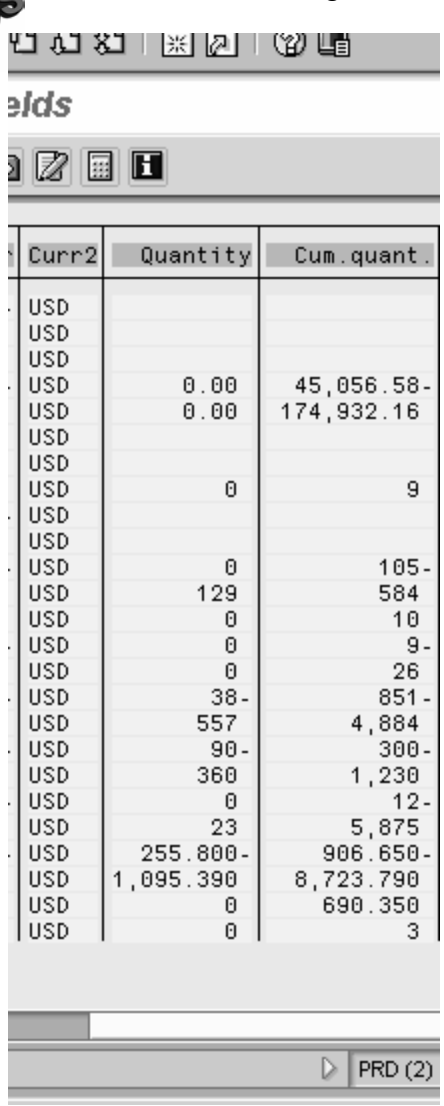


Cum.tr.cur	Co.cd.curr	Cum.lc.cur
60.00-	0.00	60.00-
94,965.44	8,935.21	94,965.44
129,875.58	0.00	129,875.58
45,056.58-	0.00	45,056.58-
174,932.16	0.00	174,932.16
165.00	0.00	165.00
56.50	0.00	56.50
92.11	0.00	92.11
126.68-	0.00	126.68-
395.00	120.47	395.00
576.45-	0.00	576.45-
3,806.12	937.25	3,806.12
150.50	0.00	150.50
96.25-	0.00	96.25-
253.00	0.00	253.00
16,578.06-	853.35-	16,578.06-
84,711.85	9,242.61	84,711.85
331.80-	100.80-	331.80-
1,253.40	403.20	1,253.40
180.60-	0.00	180.60-
4,481.36	275.40	4,481.36
1,281.10-	235.15-	1,281.10-
11,670.03	1,222.31	11,670.03
796.71	0.00	796.71
128.10	0.00	128.10

Cum. tr. cur. Is the cumulative (year to date) amount in transaction currency.

co. cd. curr. Is the company code currency. In AASIS, this is almost always the same as transaction currency.

cum. lc. curr. Is the cumulative local currency. In AASIS, this is almost always the same as cumulative transaction currency.


elds

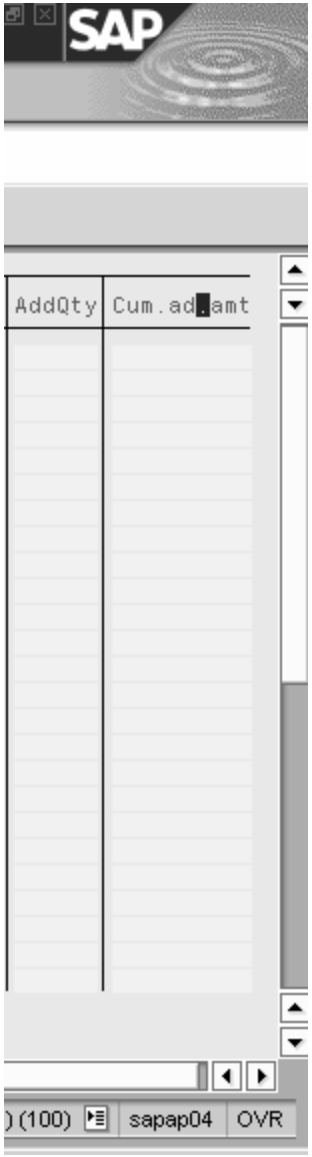
Curr2	Quantity	Cum.quant.
USD		
USD		
USD		
USD	0.00	45,056.58-
USD	0.00	174,932.16
USD		
USD		
USD	0	9
USD		
USD		
USD	0	105-
USD	129	584
USD	0	10
USD	0	9-
USD	0	26
USD	38-	851-
USD	557	4,884
USD	90-	300-
USD	360	1,230
USD	0	12-
USD	23	5,875
USD	255.800-	906.650-
USD	1,095.390	8,723.790
USD	0	690.350
USD	0	3

PRD (2)

Curr 2 is the second currency type (usually USD)

Quantity is the quantity from the purchase order or goods receipt.

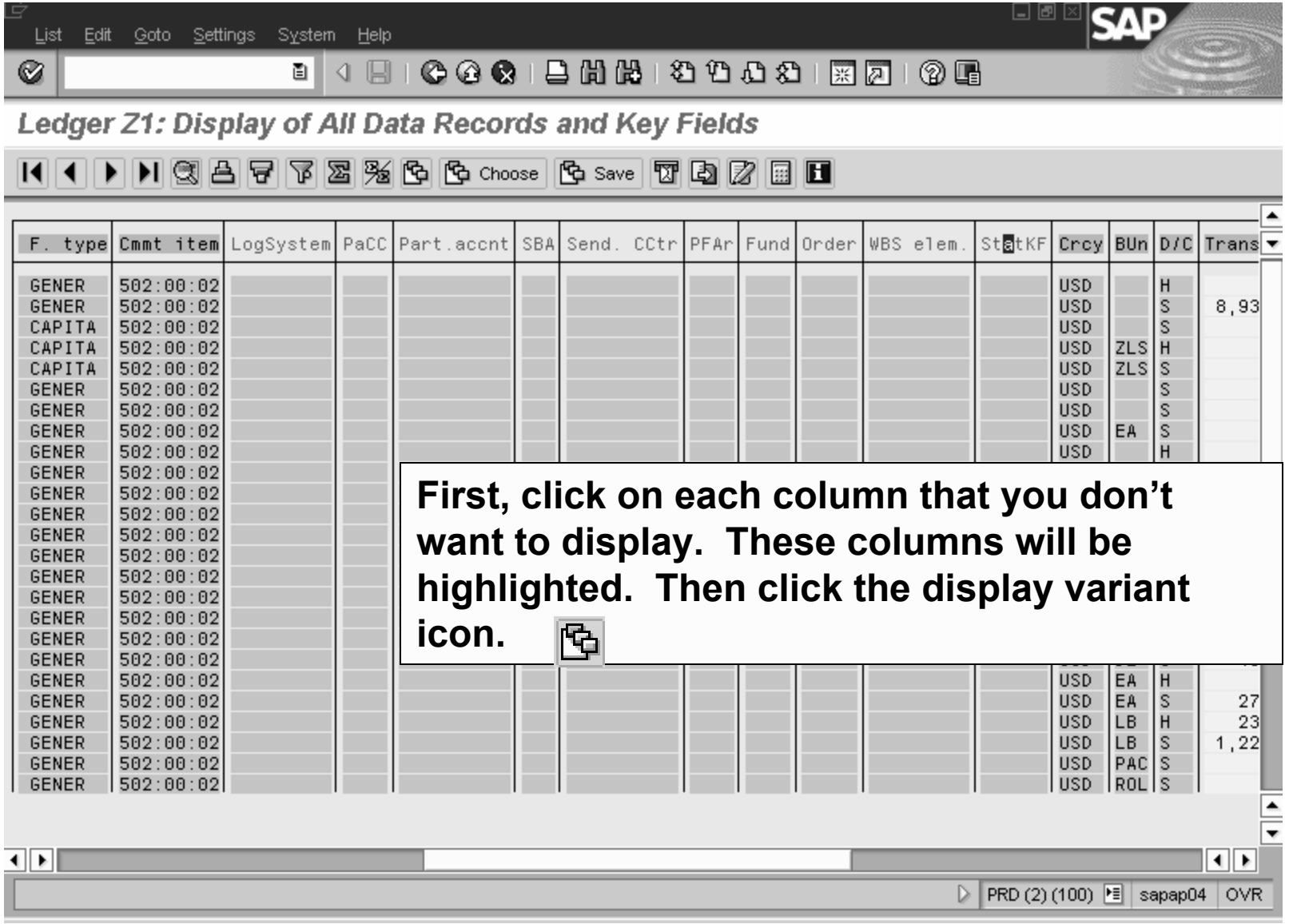
Cum. Quant. Is the year to date quantity.

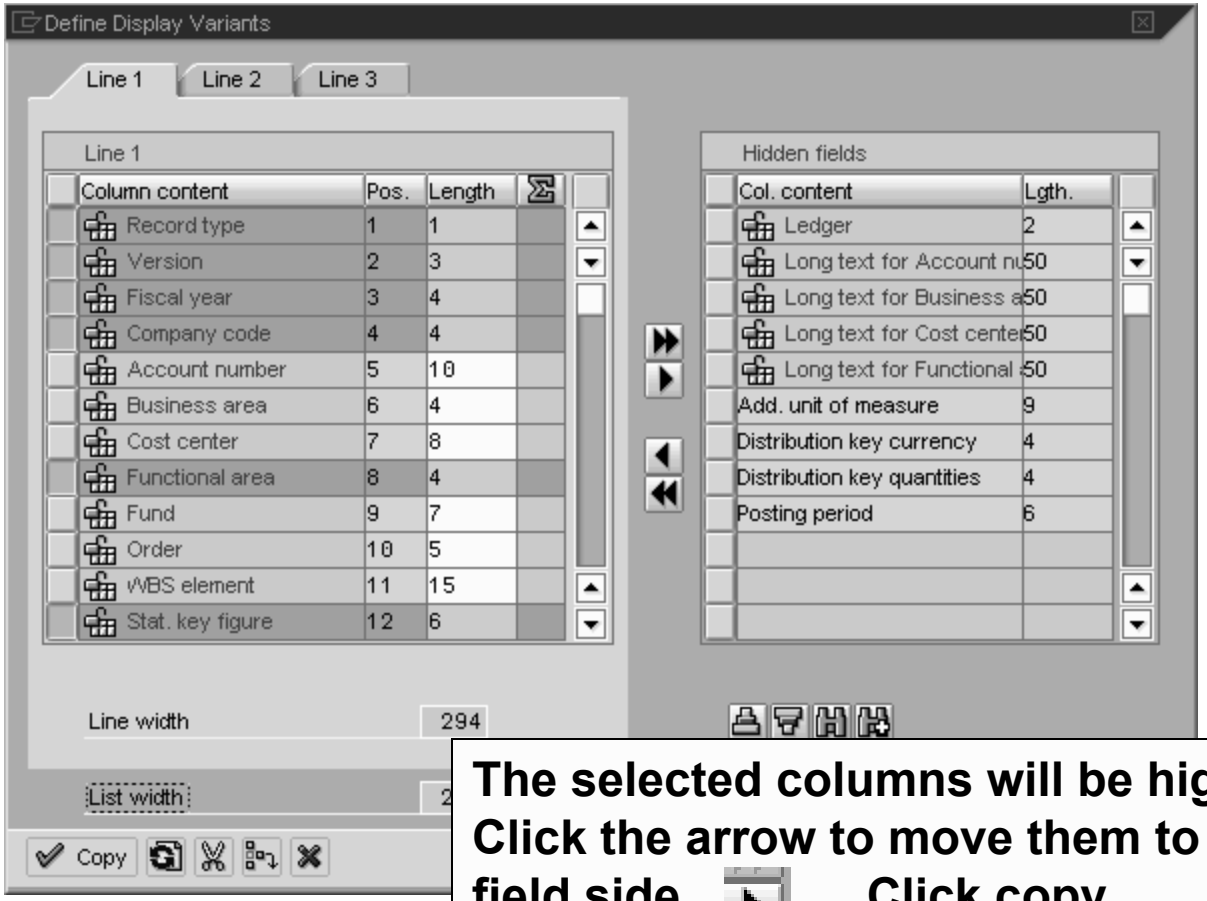


Additional quantity and cumulative additional quantity amounts.

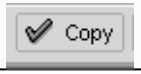
Using Variants to hide unnecessary fields

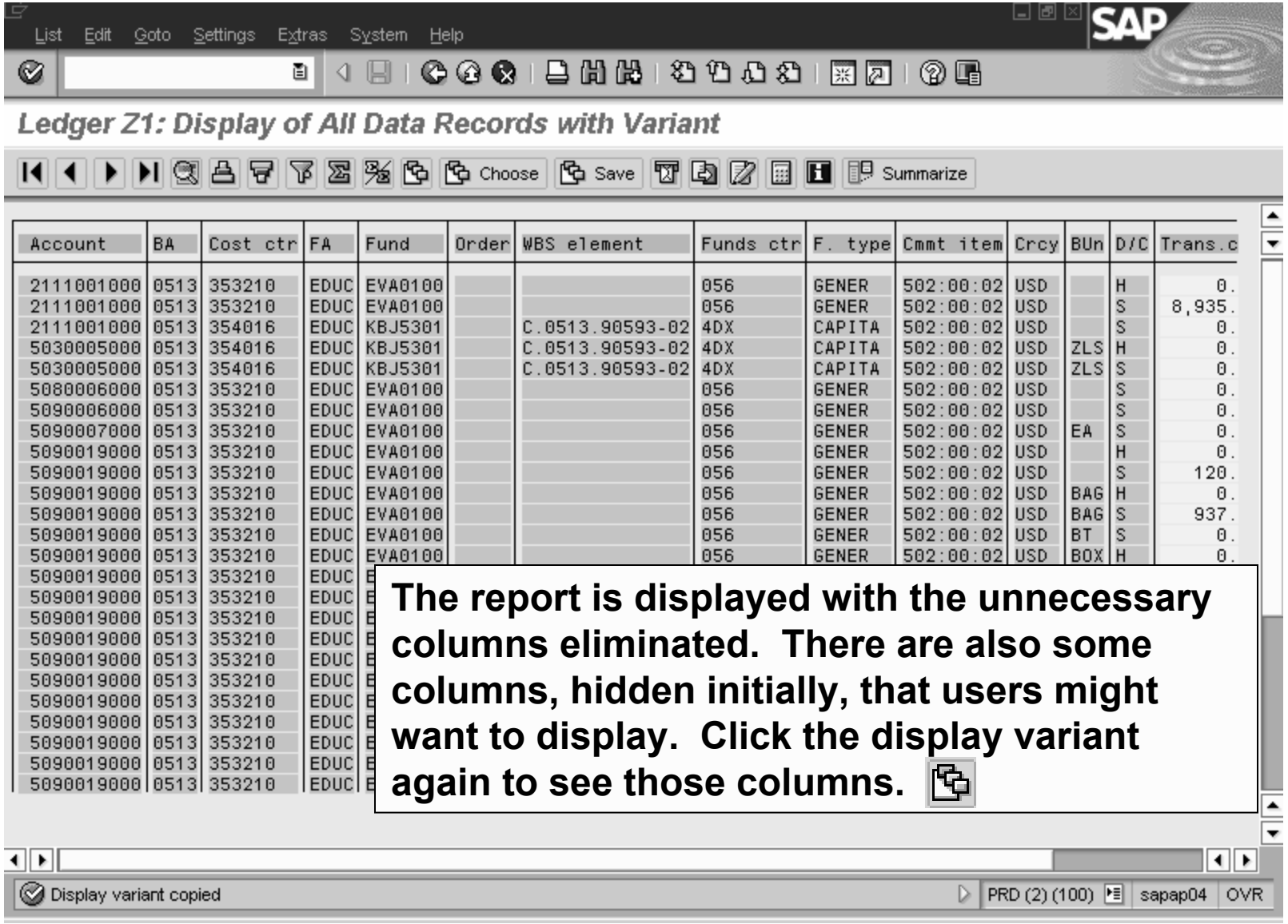
- Based on your analysis of the displayed fields, you will probably determine that the report will be easier to use if some of them are hidden.
- This is easily done by choosing the display variant and moving those columns to the hidden fields.

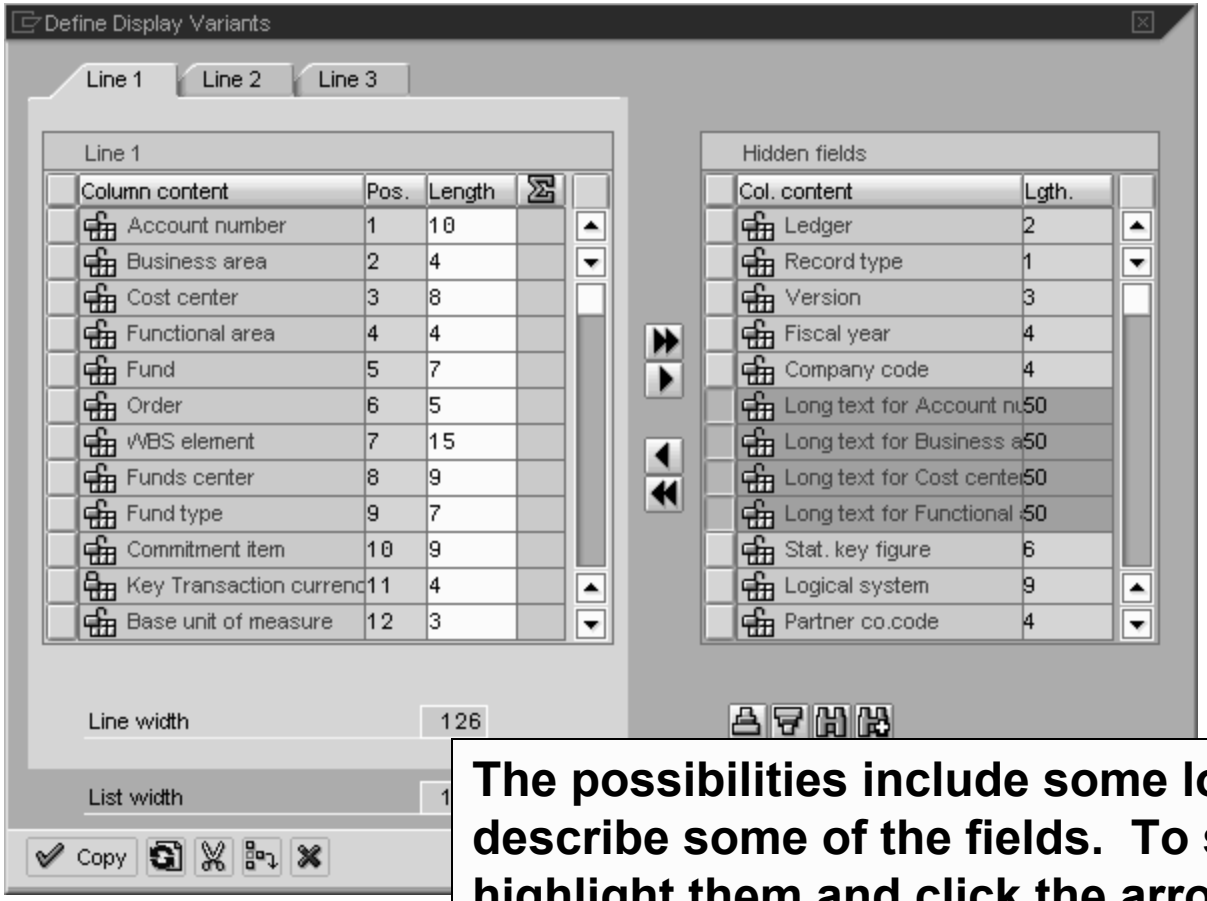

List Edit Goto Settings System Help
SAP
Ledger Z1: Display of All Data Records and Key Fields
Choose
Save
F. type | Cmmt item | LogSystem | PaCC | Part.accnt | SBA | Send. CCtr | PFAr | Fund | Order | WBS elem. | StatKF | Crcy | BUn | D/C | Trans
GENER 502:00:02 USD H
GENER 502:00:02 USD S 8,93
CAPITA 502:00:02 USD S
CAPITA 502:00:02 USD ZLS H
CAPITA 502:00:02 USD ZLS S
GENER 502:00:02 USD S
GENER 502:00:02 USD S
GENER 502:00:02 USD EA S
GENER 502:00:02 USD H
GENER 502:00:02 USD EA H
GENER 502:00:02 USD EA S 27
GENER 502:00:02 USD LB H 23
GENER 502:00:02 USD LB S 1,22
GENER 502:00:02 USD PAC S
GENER 502:00:02 USD ROL S
First, click on each column that you don't want to display. These columns will be highlighted. Then click the display variant icon.
PRD (2) (100)
sapap04
OVR



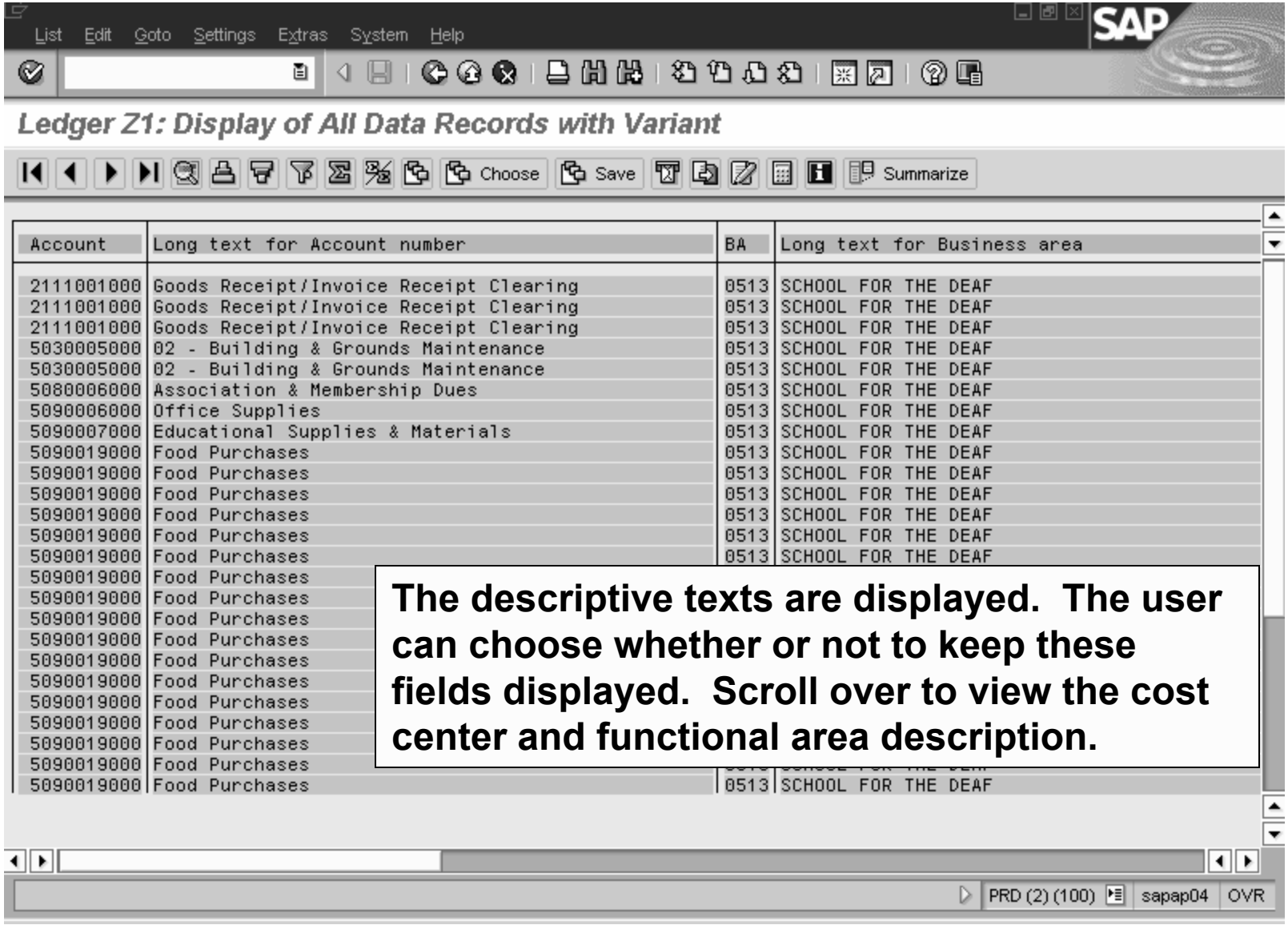
The selected columns will be highlighted. Click the arrow to move them to the hidden field side . Click copy.

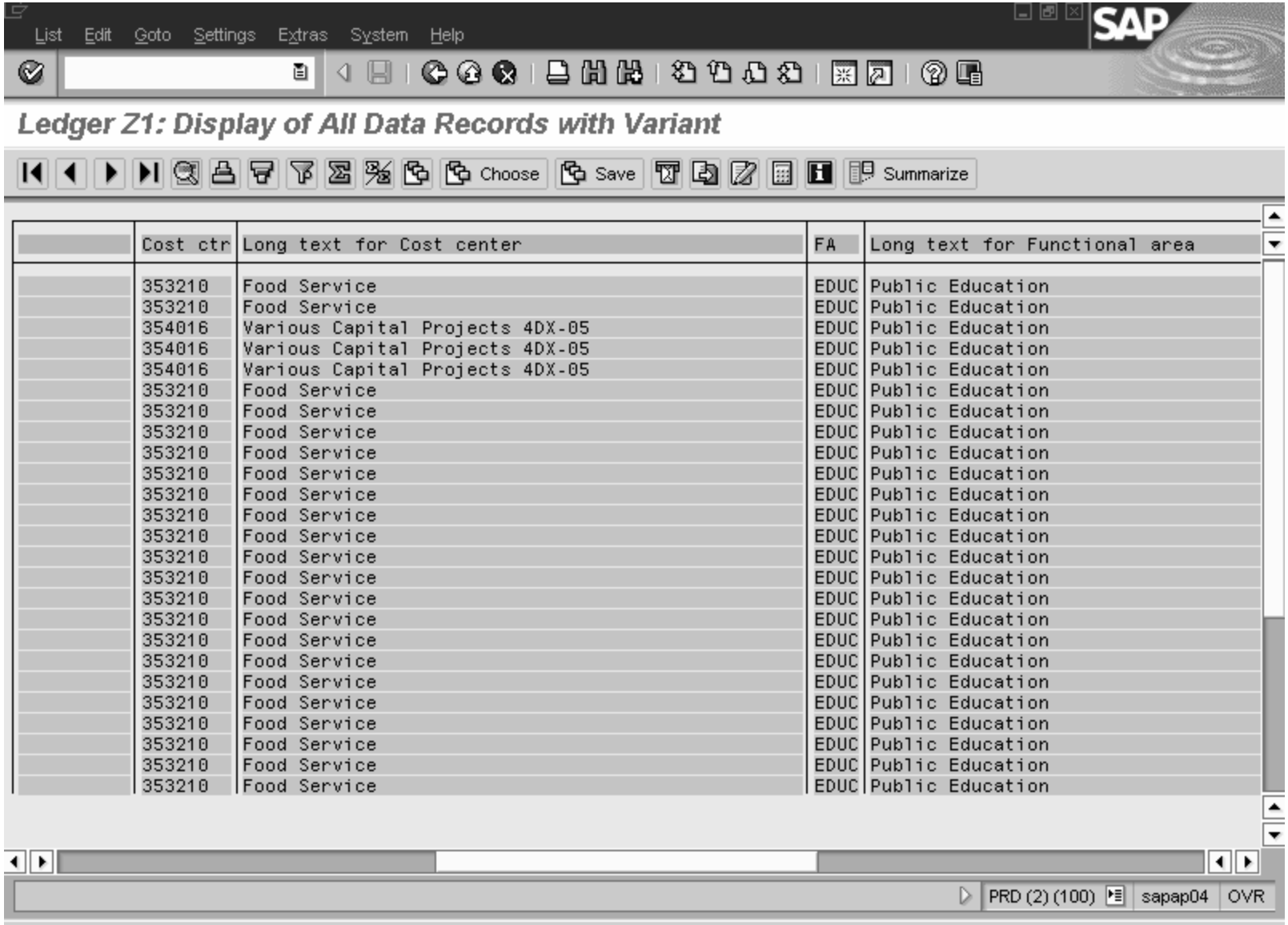



List Edit Goto Settings Extras System Help
SAP
Ledger Z1: Display of All Data Records with Variant
Choose
Save
Summarize
Account BA Cost ctr FA Fund Order WBS element Funds ctr F. type Cmmt item Crcy BUn D/C Trans.c
2111001000 0513 353210 EDUC EVA0100 056 GENER 502:00:02 USD H 0.
2111001000 0513 353210 EDUC EVA0100 056 GENER 502:00:02 USD S 8,935.
2111001000 0513 354016 EDUC KBJ5301 C.0513.90593-02 4DX CAPITA 502:00:02 USD S 0.
5030005000 0513 354016 EDUC KBJ5301 C.0513.90593-02 4DX CAPITA 502:00:02 USD ZLS H 0.
5030005000 0513 354016 EDUC KBJ5301 C.0513.90593-02 4DX CAPITA 502:00:02 USD ZLS S 0.
5080006000 0513 353210 EDUC EVA0100 056 GENER 502:00:02 USD S 0.
5090006000 0513 353210 EDUC EVA0100 056 GENER 502:00:02 USD S 0.
5090007000 0513 353210 EDUC EVA0100 056 GENER 502:00:02 USD EA S 0.
5090019000 0513 353210 EDUC EVA0100 056 GENER 502:00:02 USD H 0.
5090019000 0513 353210 EDUC EVA0100 056 GENER 502:00:02 USD S 120.
5090019000 0513 353210 EDUC EVA0100 056 GENER 502:00:02 USD BAG H 0.
5090019000 0513 353210 EDUC EVA0100 056 GENER 502:00:02 USD BAG S 937.
5090019000 0513 353210 EDUC EVA0100 056 GENER 502:00:02 USD BT S 0.
5090019000 0513 353210 EDUC EVA0100 056 GENER 502:00:02 USD BOX H 0.
5090019000 0513 353210 EDUC
5090019000 0513 353210 EDUC
5090019000 0513 353210 EDUC
5090019000 0513 353210 EDUC
5090019000 0513 353210 EDUC
5090019000 0513 353210 EDUC
5090019000 0513 353210 EDUC
5090019000 0513 353210 EDUC
5090019000 0513 353210 EDUC
5090019000 0513 353210 EDUC
The report is displayed with the unnecessary columns eliminated. There are also some columns, hidden initially, that users might want to display. Click the display variant again to see those columns.
Display variant copied
PRD (2) (100)
sapap04
OVR



The possibilities include some long texts to describe some of the fields. To see them, highlight them and click the arrow to move them to the displayed fields. Click copy.

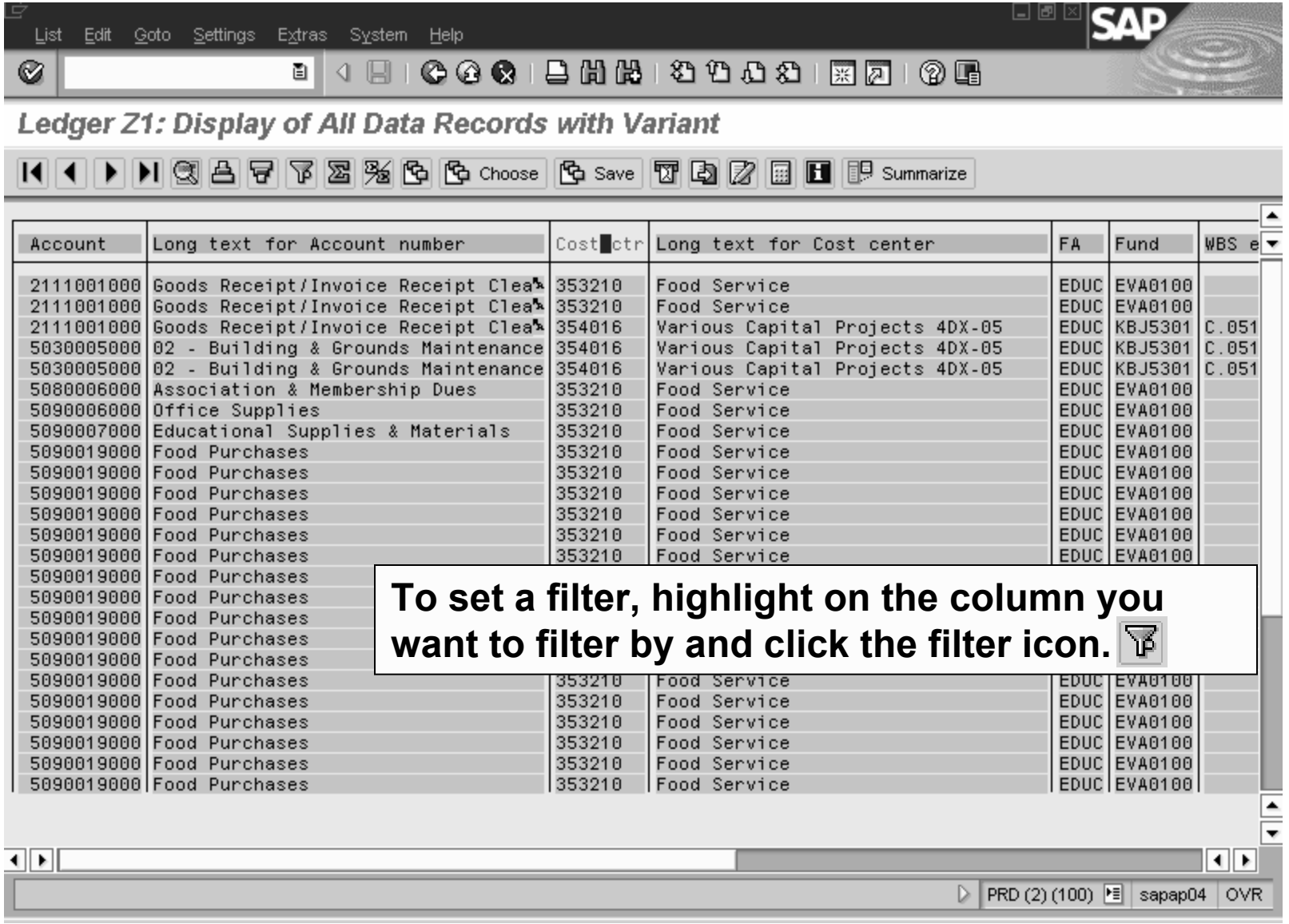

List Edit Goto Settings Extras System Help
SAP
Ledger Z1: Display of All Data Records with Variant
Choose
Save
Summarize
Account
Long text for Account number
BA
Long text for Business area
2111001000 Goods Receipt/Invoice Receipt Clearing 0513 SCHOOL FOR THE DEAF
2111001000 Goods Receipt/Invoice Receipt Clearing 0513 SCHOOL FOR THE DEAF
2111001000 Goods Receipt/Invoice Receipt Clearing 0513 SCHOOL FOR THE DEAF
5030005000 02 - Building & Grounds Maintenance 0513 SCHOOL FOR THE DEAF
5030005000 02 - Building & Grounds Maintenance 0513 SCHOOL FOR THE DEAF
5080006000 Association & Membership Dues 0513 SCHOOL FOR THE DEAF
5090006000 Office Supplies 0513 SCHOOL FOR THE DEAF
5090007000 Educational Supplies & Materials 0513 SCHOOL FOR THE DEAF
5090019000 Food Purchases 0513 SCHOOL FOR THE DEAF
5090019000 Food Purchases 0513 SCHOOL FOR THE DEAF
5090019000 Food Purchases 0513 SCHOOL FOR THE DEAF
5090019000 Food Purchases 0513 SCHOOL FOR THE DEAF
5090019000 Food Purchases 0513 SCHOOL FOR THE DEAF
5090019000 Food Purchases 0513 SCHOOL FOR THE DEAF
5090019000 Food Purchases
5090019000 Food Purchases
5090019000 Food Purchases
5090019000 Food Purchases
5090019000 Food Purchases
5090019000 Food Purchases
5090019000 Food Purchases
5090019000 Food Purchases
5090019000 Food Purchases
5090019000 Food Purchases 0513 SCHOOL FOR THE DEAF
The descriptive texts are displayed. The user can choose whether or not to keep these fields displayed. Scroll over to view the cost center and functional area description.
PRD (2) (100)
sapap04
OVR

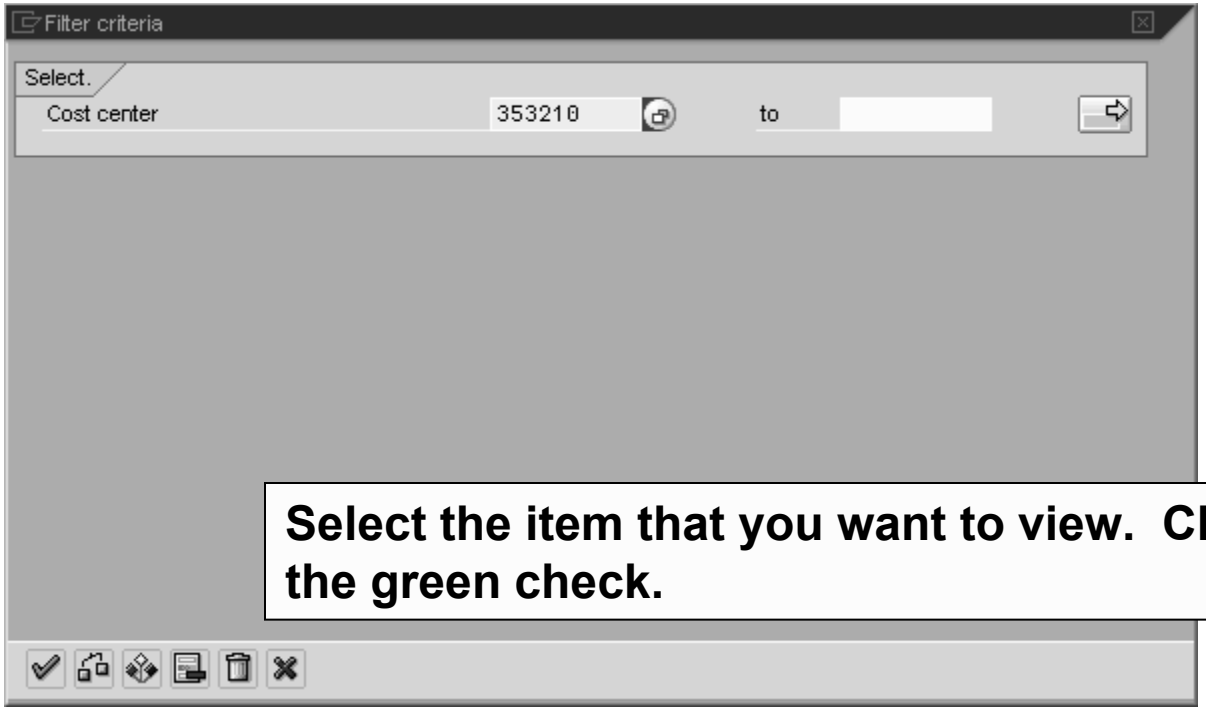


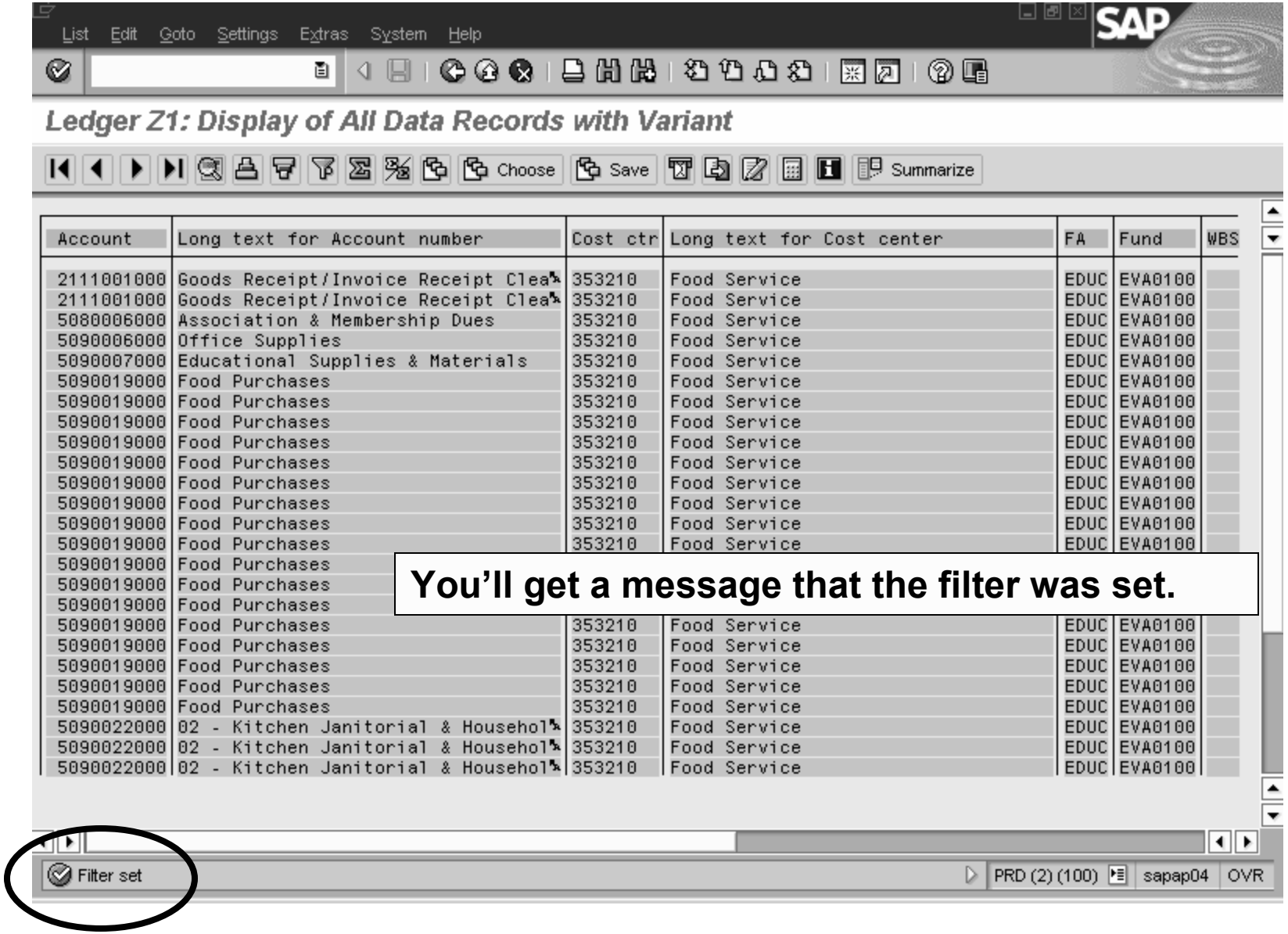
	Cost ctr	Long text for Cost center	FA	Long text for Functional area
	353210	Food Service	EDUC	Public Education
	353210	Food Service	EDUC	Public Education
	354016	Various Capital Projects 4DX-05	EDUC	Public Education
	354016	Various Capital Projects 4DX-05	EDUC	Public Education
	354016	Various Capital Projects 4DX-05	EDUC	Public Education
	353210	Food Service	EDUC	Public Education
	353210	Food Service	EDUC	Public Education
	353210	Food Service	EDUC	Public Education
	353210	Food Service	EDUC	Public Education
	353210	Food Service	EDUC	Public Education
	353210	Food Service	EDUC	Public Education
	353210	Food Service	EDUC	Public Education
	353210	Food Service	EDUC	Public Education
	353210	Food Service	EDUC	Public Education
	353210	Food Service	EDUC	Public Education
	353210	Food Service	EDUC	Public Education
	353210	Food Service	EDUC	Public Education
	353210	Food Service	EDUC	Public Education
	353210	Food Service	EDUC	Public Education
	353210	Food Service	EDUC	Public Education
	353210	Food Service	EDUC	Public Education
	353210	Food Service	EDUC	Public Education
	353210	Food Service	EDUC	Public Education
	353210	Food Service	EDUC	Public Education
	353210	Food Service	EDUC	Public Education

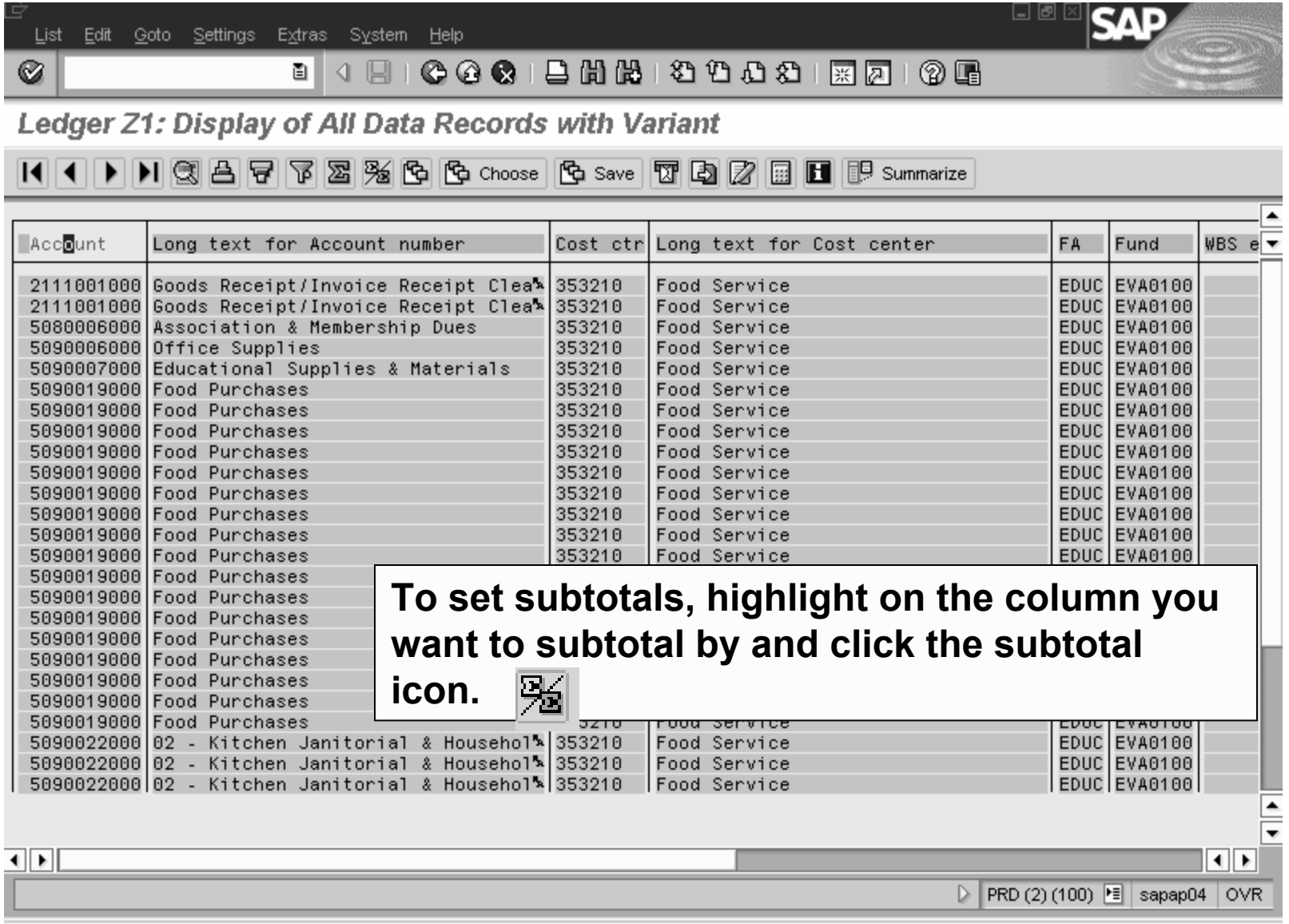
Other modifications in the GD13

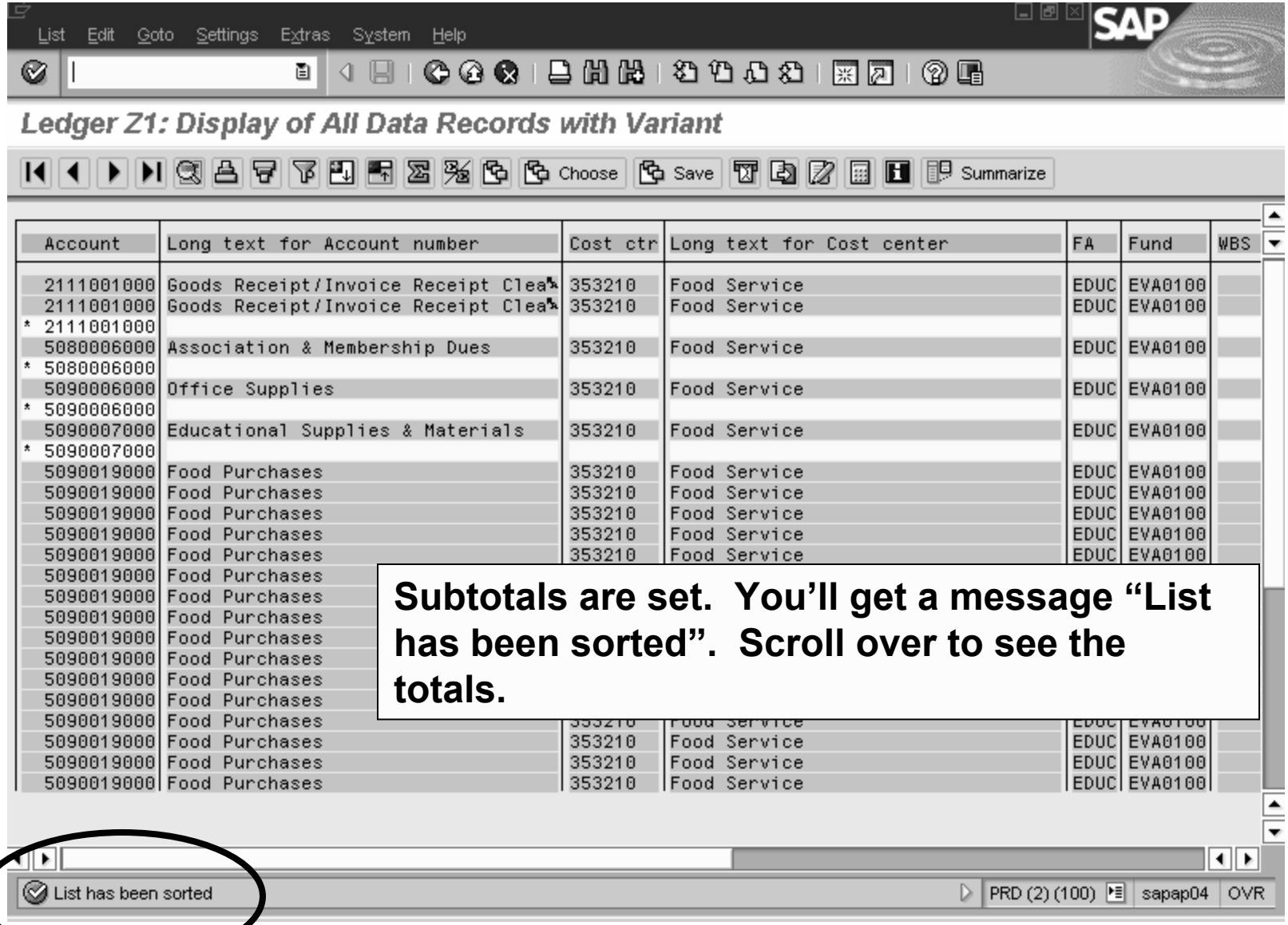
- This report can be sorted, subtotaled, filtered, and downloaded into Microsoft applications.

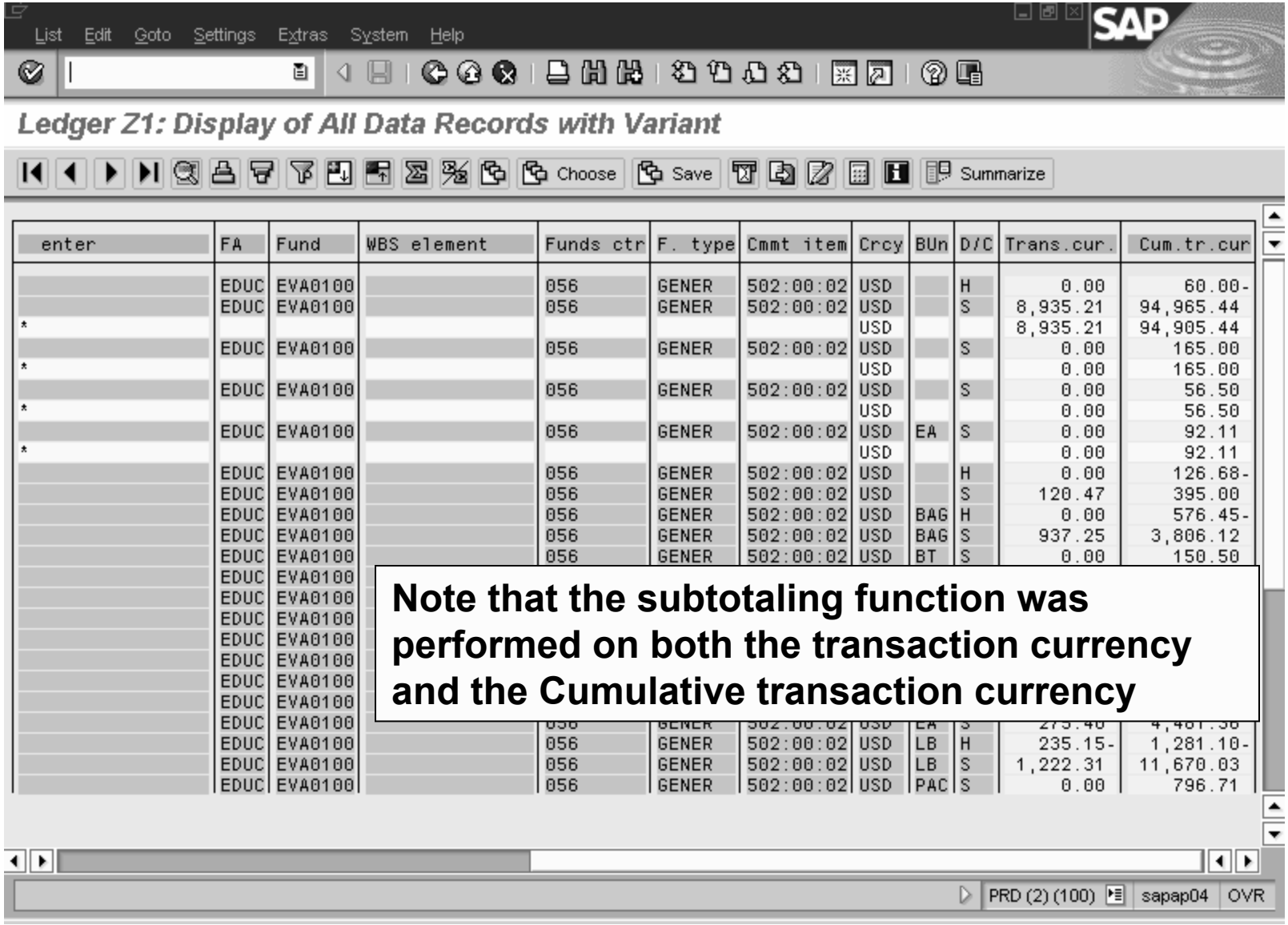

List Edit Goto Settings Extras System Help
SAP
Ledger Z1: Display of All Data Records with Variant
Choose
Save
Summarize
Account | Long text for Account number | Cost ctr | Long text for Cost center | FA | Fund | WBS e
2111001000 | Goods Receipt/Invoice Receipt Clea | 353210 | Food Service | EDUC | EVA0100
2111001000 | Goods Receipt/Invoice Receipt Clea | 353210 | Food Service | EDUC | EVA0100
2111001000 | Goods Receipt/Invoice Receipt Clea | 354016 | Various Capital Projects 4DX-05 | EDUC | KBJ5301 | C.051
5030005000 | 02 - Building & Grounds Maintenance | 354016 | Various Capital Projects 4DX-05 | EDUC | KBJ5301 | C.051
5030005000 | 02 - Building & Grounds Maintenance | 354016 | Various Capital Projects 4DX-05 | EDUC | KBJ5301 | C.051
5080006000 | Association & Membership Dues | 353210 | Food Service | EDUC | EVA0100
5090006000 | Office Supplies | 353210 | Food Service | EDUC | EVA0100
5090007000 | Educational Supplies & Materials | 353210 | Food Service | EDUC | EVA0100
5090019000 | Food Purchases | 353210 | Food Service | EDUC | EVA0100
5090019000 | Food Purchases | 353210 | Food Service | EDUC | EVA0100
5090019000 | Food Purchases | 353210 | Food Service | EDUC | EVA0100
5090019000 | Food Purchases | 353210 | Food Service | EDUC | EVA0100
5090019000 | Food Purchases | 353210 | Food Service | EDUC | EVA0100
5090019000 | Food Purchases | 353210 | Food Service | EDUC | EVA0100
5090019000 | Food Purchases | 353210 | Food Service | EDUC | EVA0100
5090019000 | Food Purchases
5090019000 | Food Purchases
5090019000 | Food Purchases
5090019000 | Food Purchases
5090019000 | Food Purchases
5090019000 | Food Purchases | 353210 | Food Service | EDUC | EVA0100
5090019000 | Food Purchases | 353210 | Food Service | EDUC | EVA0100
5090019000 | Food Purchases | 353210 | Food Service | EDUC | EVA0100
5090019000 | Food Purchases | 353210 | Food Service | EDUC | EVA0100
5090019000 | Food Purchases | 353210 | Food Service | EDUC | EVA0100
5090019000 | Food Purchases | 353210 | Food Service | EDUC | EVA0100
To set a filter, highlight on the column you want to filter by and click the filter icon.
PRD (2) (100)
sapap04
OVR


Filter criteria
Select.
Cost center
353210
to
Select the item that you want to view. Click the green check.

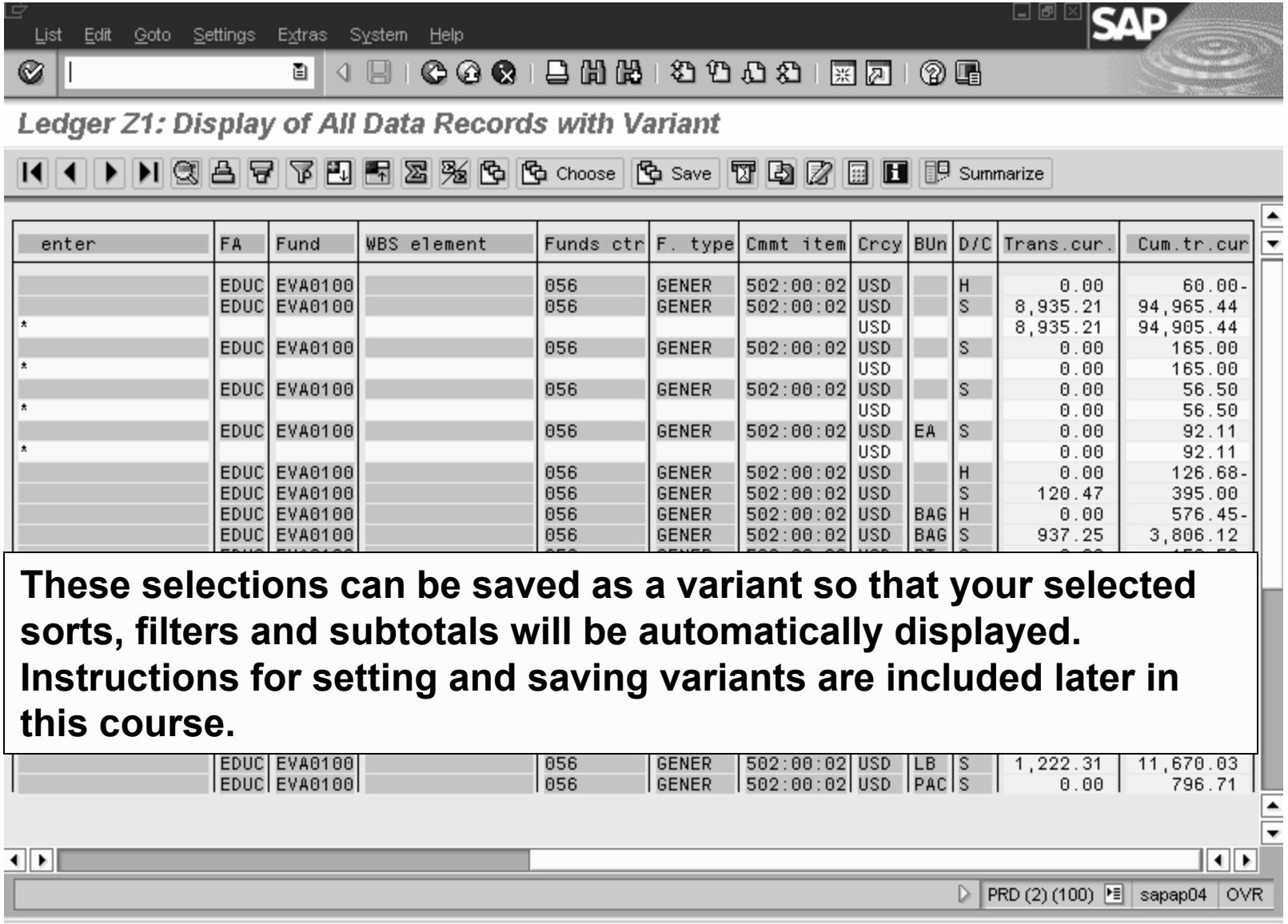

List Edit Goto Settings Extras System Help
SAP
Ledger Z1: Display of All Data Records with Variant
Choose
Save
Summarize
Account
Long text for Account number
Cost ctr
Long text for Cost center
FA
Fund
WBS
2111001000 Goods Receipt/Invoice Receipt Clea 353210 Food Service EDUC EVA0100
2111001000 Goods Receipt/Invoice Receipt Clea 353210 Food Service EDUC EVA0100
5080006000 Association & Membership Dues 353210 Food Service EDUC EVA0100
5090006000 Office Supplies 353210 Food Service EDUC EVA0100
5090007000 Educational Supplies & Materials 353210 Food Service EDUC EVA0100
5090019000 Food Purchases 353210 Food Service EDUC EVA0100
5090022000 02 - Kitchen Janitorial & Househol 353210 Food Service EDUC EVA0100
You'll get a message that the filter was set.
Filter set
PRD (2) (100)
sapap04
OVR


List Edit Goto Settings Extras System Help
SAP
Ledger Z1: Display of All Data Records with Variant
Choose
Save
Summarize
Account | Long text for Account number | Cost ctr | Long text for Cost center | FA | Fund | WBS e
2111001000 | Goods Receipt/Invoice Receipt Clea | 353210 | Food Service | EDUC | EVA0100
2111001000 | Goods Receipt/Invoice Receipt Clea | 353210 | Food Service | EDUC | EVA0100
5080006000 | Association & Membership Dues | 353210 | Food Service | EDUC | EVA0100
5090006000 | Office Supplies | 353210 | Food Service | EDUC | EVA0100
5090007000 | Educational Supplies & Materials | 353210 | Food Service | EDUC | EVA0100
5090019000 | Food Purchases | 353210 | Food Service | EDUC | EVA0100
5090019000 | Food Purchases | 353210 | Food Service | EDUC | EVA0100
5090019000 | Food Purchases | 353210 | Food Service | EDUC | EVA0100
5090019000 | Food Purchases | 353210 | Food Service | EDUC | EVA0100
5090019000 | Food Purchases | 353210 | Food Service | EDUC | EVA0100
5090019000 | Food Purchases | 353210 | Food Service | EDUC | EVA0100
5090019000 | Food Purchases | 353210 | Food Service | EDUC | EVA0100
5090019000 | Food Purchases | 353210 | Food Service | EDUC | EVA0100
5090019000 | Food Purchases | 353210 | Food Service | EDUC | EVA0100
5090019000 | Food Purchases
5090019000 | Food Purchases
5090019000 | Food Purchases
5090019000 | Food Purchases
5090019000 | Food Purchases
5090019000 | Food Purchases
5090019000 | Food Purchases
5090022000 | 02 - Kitchen Janitorial & Household | 353210 | Food Service | EDUC | EVA0100
5090022000 | 02 - Kitchen Janitorial & Household | 353210 | Food Service | EDUC | EVA0100
5090022000 | 02 - Kitchen Janitorial & Household | 353210 | Food Service | EDUC | EVA0100
To set subtotals, highlight on the column you want to subtotal by and click the subtotal icon.
PRD (2) (100)
sapap04
OVR


List Edit Goto Settings Extras System Help
SAP
Ledger Z1: Display of All Data Records with Variant
Choose
Save
Summarize
Account | Long text for Account number | Cost ctr | Long text for Cost center | FA | Fund | WBS
2111001000 | Goods Receipt/Invoice Receipt Clea | 353210 | Food Service | EDUC | EVA0100
2111001000 | Goods Receipt/Invoice Receipt Clea | 353210 | Food Service | EDUC | EVA0100
* 2111001000
5080006000 | Association & Membership Dues | 353210 | Food Service | EDUC | EVA0100
* 5080006000
5090006000 | Office Supplies | 353210 | Food Service | EDUC | EVA0100
* 5090006000
5090007000 | Educational Supplies & Materials | 353210 | Food Service | EDUC | EVA0100
* 5090007000
5090019000 | Food Purchases | 353210 | Food Service | EDUC | EVA0100
Subtotals are set. You'll get a message "List has been sorted". Scroll over to see the totals.
List has been sorted
PRD (2) (100)
sapap04
OVR

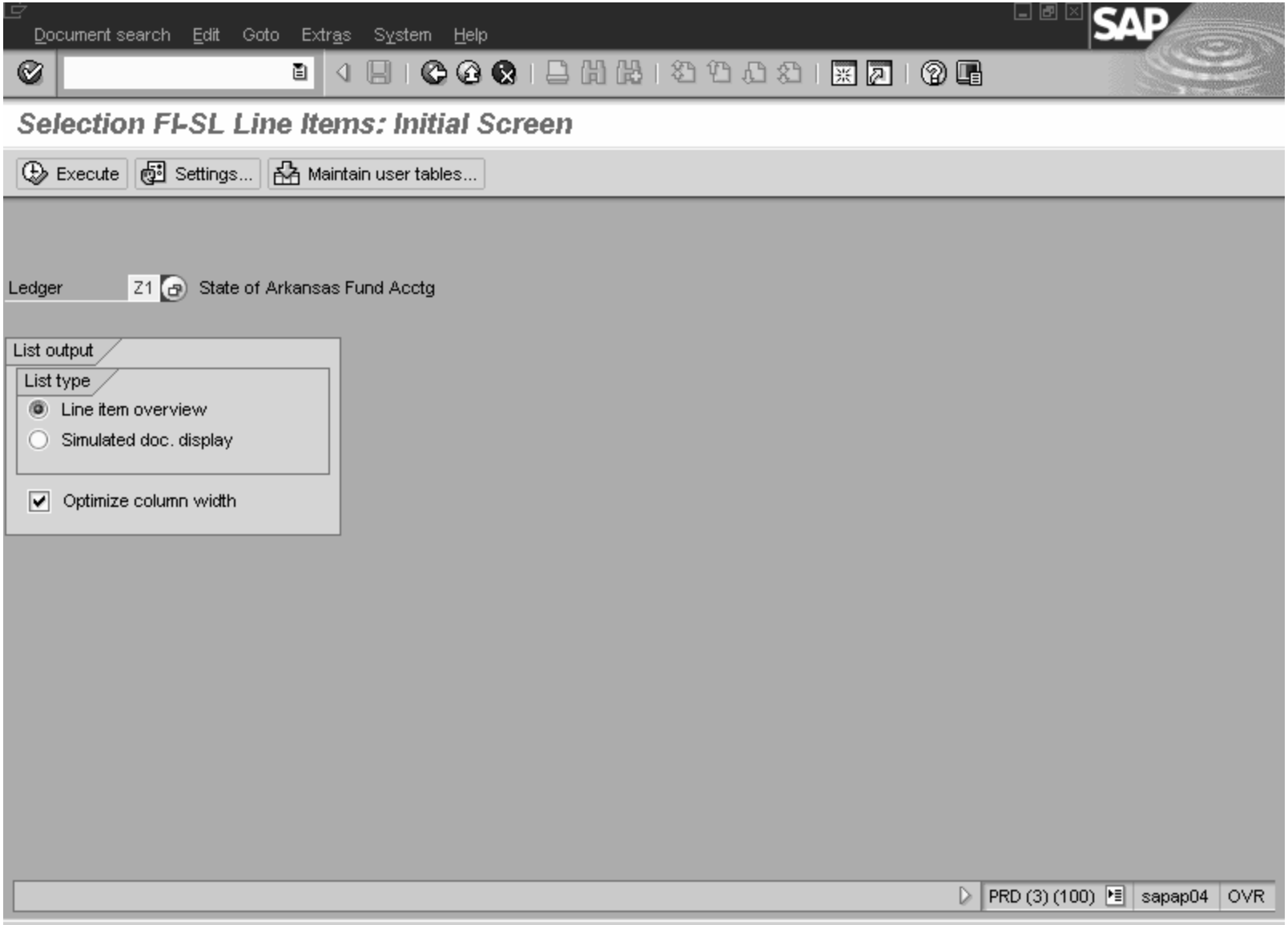


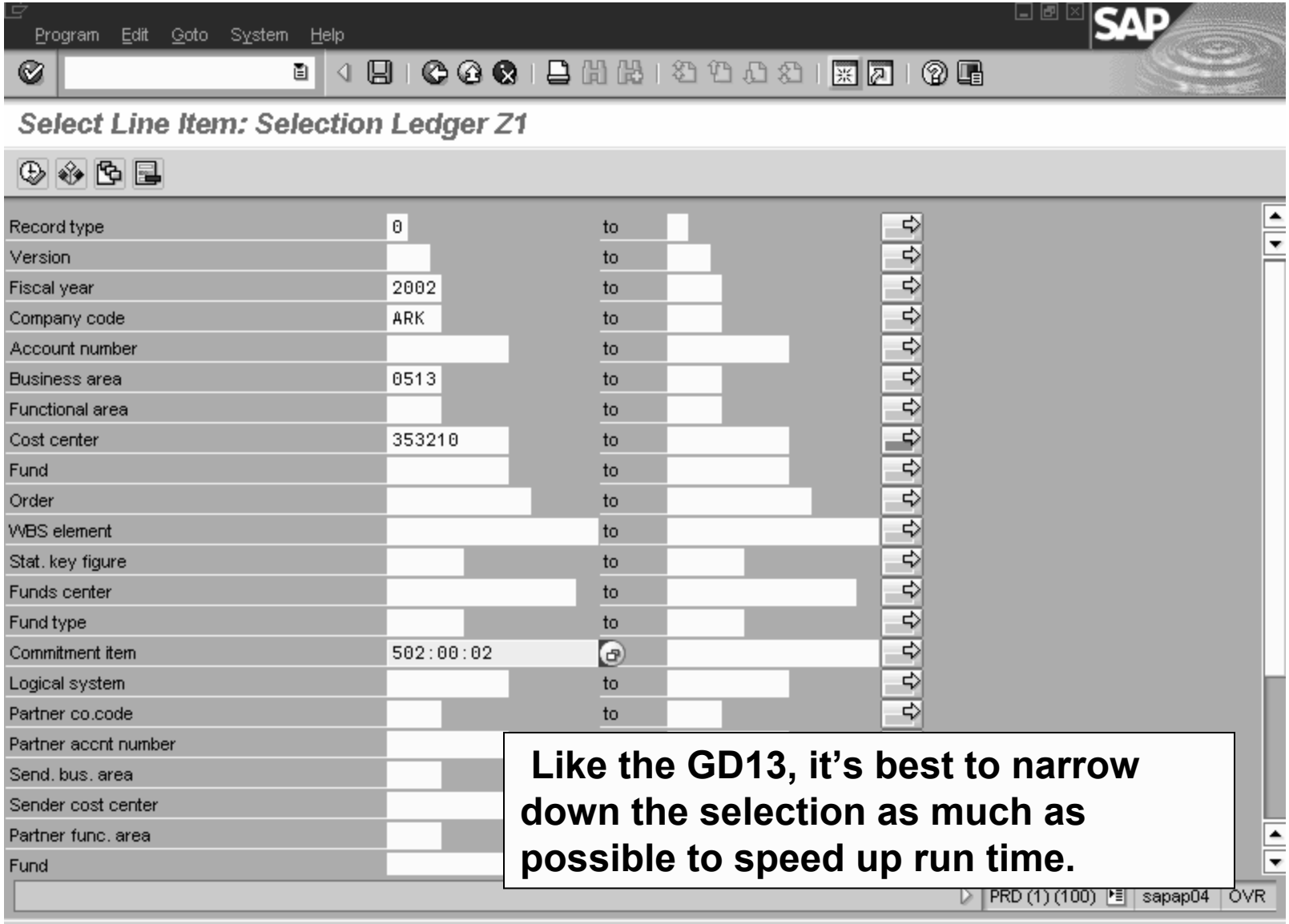
enter	FA	Fund	WBS element	Funds ctr	F. type	Cmmt item	Crcy	BUn	D/C	Trans.cur.	Cum.tr.cur
	EDUC	EVA0100		056	GENER	502:00:02	USD		H	0.00	60.00-
	EDUC	EVA0100		056	GENER	502:00:02	USD		S	8,935.21	94,965.44
*							USD			8,935.21	94,905.44
	EDUC	EVA0100		056	GENER	502:00:02	USD		S	0.00	165.00
*							USD			0.00	165.00
	EDUC	EVA0100		056	GENER	502:00:02	USD		S	0.00	56.50
*							USD			0.00	56.50
	EDUC	EVA0100		056	GENER	502:00:02	USD	EA	S	0.00	92.11
*							USD			0.00	92.11
	EDUC	EVA0100		056	GENER	502:00:02	USD		H	0.00	126.68-
	EDUC	EVA0100		056	GENER	502:00:02	USD		S	120.47	395.00
	EDUC	EVA0100		056	GENER	502:00:02	USD	BAG	H	0.00	576.45-
	EDUC	EVA0100		056	GENER	502:00:02	USD	BAG	S	937.25	3,806.12
	EDUC	EVA0100		056	GENER	502:00:02	USD	BT	S	0.00	150.50
	EDUC	EVA0100									
	EDUC	EVA0100									
	EDUC	EVA0100									
	EDUC	EVA0100									
	EDUC	EVA0100									
	EDUC	EVA0100									
	EDUC	EVA0100									
	EDUC	EVA0100									
	EDUC	EVA0100		056	GENER	502:00:02	USD	LB	H	235.15-	1,281.10-
	EDUC	EVA0100		056	GENER	502:00:02	USD	LB	S	1,222.31	11,670.03
	EDUC	EVA0100		056	GENER	502:00:02	USD	PAC	S	0.00	796.71


List Edit Goto Settings Extras System Help
SAP
Ledger Z1: Display of All Data Records with Variant
Choose
Save
Summarize
enter | FA | Fund | WBS element | Funds ctr | F. type | Cmmt item | Crcy | BUn | D/C | Trans.cur. | Cum.tr.cur
EDUC EVA0100 056 GENER 502:00:02 USD H 0.00 60.00-
EDUC EVA0100 056 GENER 502:00:02 USD S 8,935.21 94,965.44
* USD 8,935.21 94,905.44
EDUC EVA0100 056 GENER 502:00:02 USD S 0.00 165.00
* USD 0.00 165.00
EDUC EVA0100 056 GENER 502:00:02 USD S 0.00 56.50
* USD 0.00 56.50
EDUC EVA0100 056 GENER 502:00:02 USD EA S 0.00 92.11
* USD 0.00 92.11
EDUC EVA0100 056 GENER 502:00:02 USD H 0.00 126.68-
EDUC EVA0100 056 GENER 502:00:02 USD S 120.47 395.00
EDUC EVA0100 056 GENER 502:00:02 USD BAG H 0.00 576.45-
EDUC EVA0100 056 GENER 502:00:02 USD BAG S 937.25 3,806.12
These selections can be saved as a variant so that your selected sorts, filters and subtotals will be automatically displayed. Instructions for setting and saving variants are included later in this course.
EDUC EVA0100 056 GENER 502:00:02 USD LB S 1,222.31 11,670.03
EDUC EVA0100 056 GENER 502:00:02 USD PAC S 0.00 796.71
PRD (2) (100)
sapap04
OVR

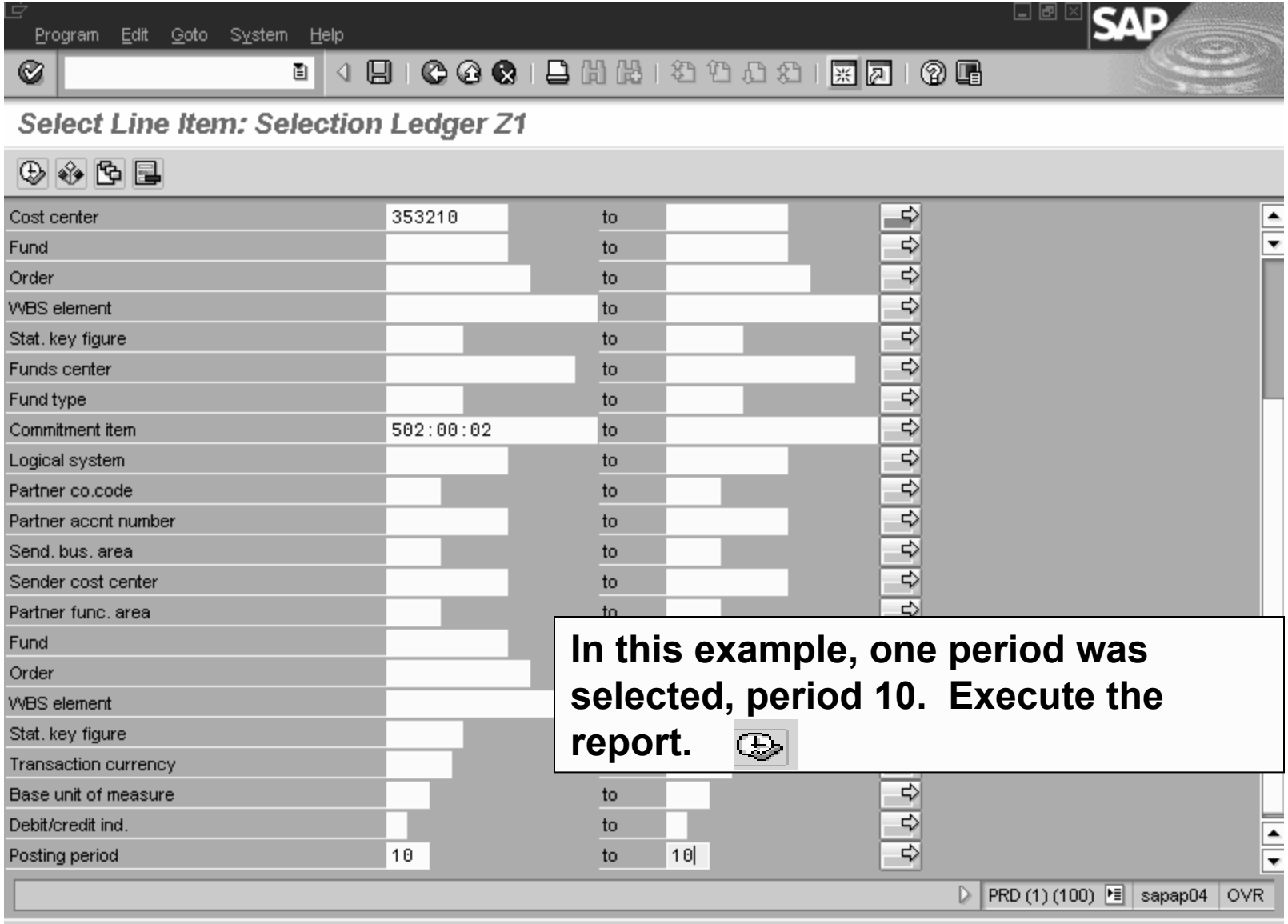
GD20

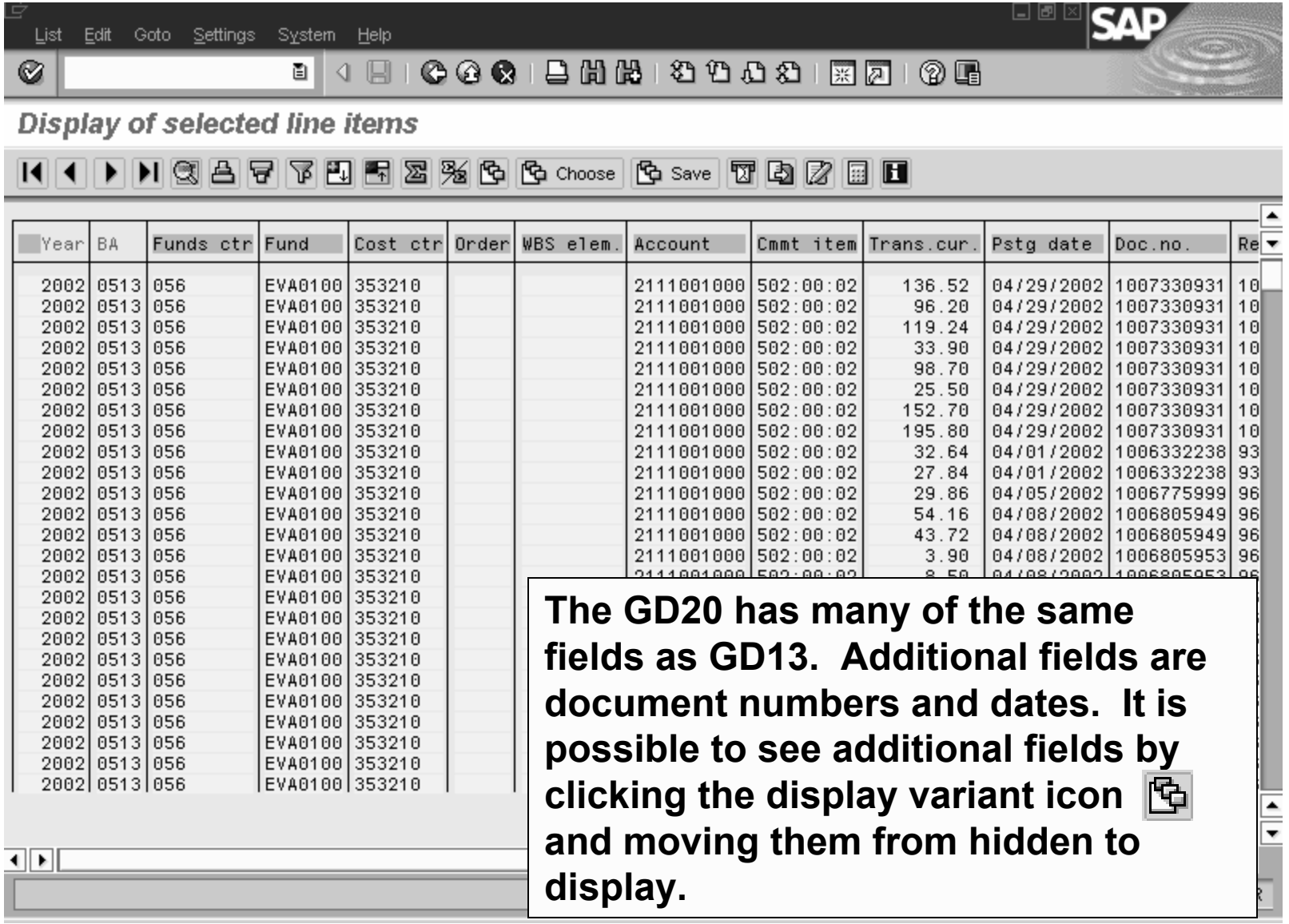
- The GD20 report is the line item detail of the totals that make up the GD13.
- Whether to use the GD13 or the GD20 depends on how much detail is needed.


Document search
Edit
Goto
Extras
System
Help
SAP
Selection FI-SL Line Items: Initial Screen
Execute
Settings...
Maintain user tables...
Ledger
Z1
State of Arkansas Fund Acctg
List output
List type
Line item overview
Simulated doc. display
Optimize column width
PRD (3) (100)
sapap04
OVR



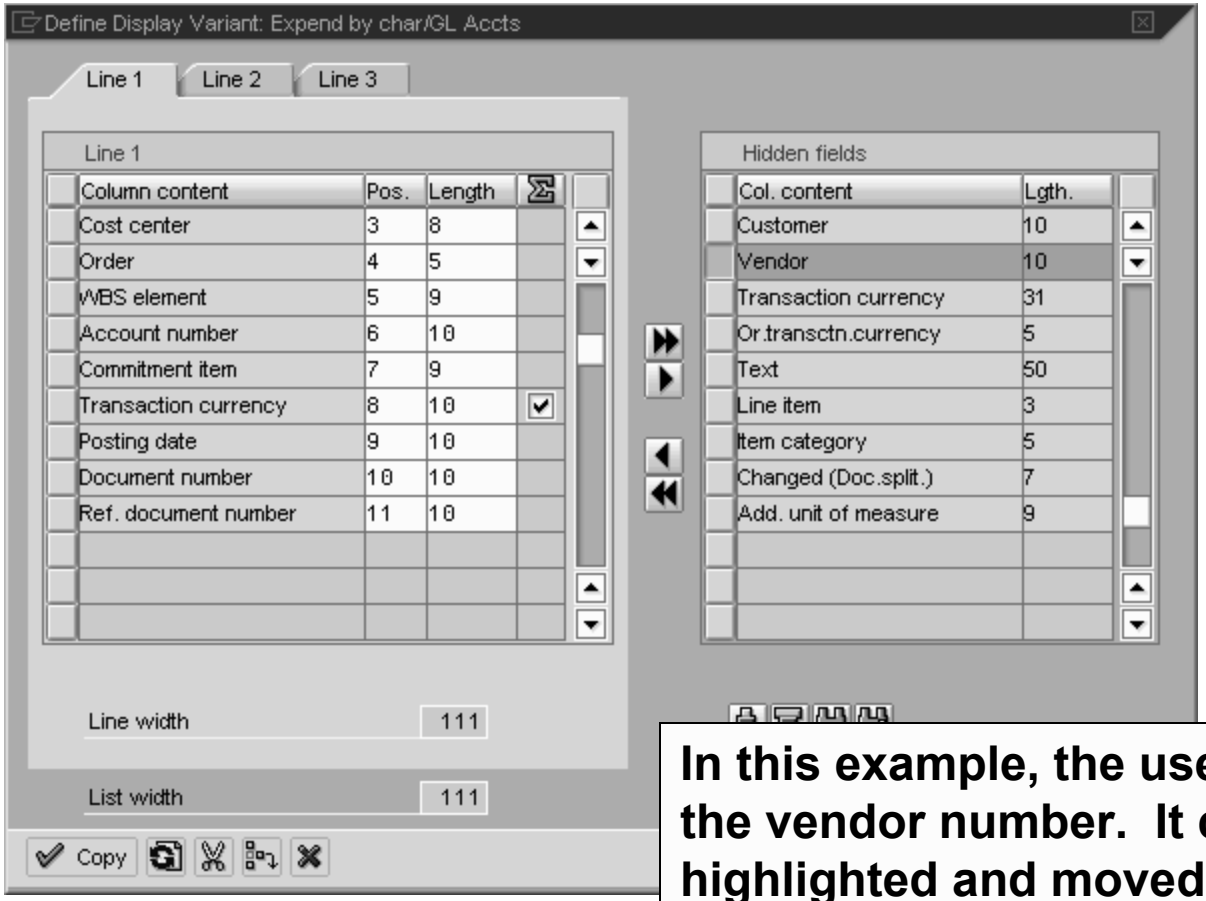
Like the GD13, it's best to narrow down the selection as much as possible to speed up run time.


Program Edit Goto System Help
SAP
Select Line Item: Selection Ledger Z1
Cost center 353210 to
Fund to
Order to
WBS element to
Stat. key figure to
Funds center to
Fund type to
Commitment item 502:00:02 to
Logical system to
Partner co.code to
Partner accnt number to
Send. bus. area to
Sender cost center to
Partner func. area to
Fund
Order
WBS element
Stat. key figure
Transaction currency
Base unit of measure to
Debit/credit ind. to
Posting period 10 to 10
In this example, one period was selected, period 10. Execute the report.
PRD (1) (100)
sapap04
OVR

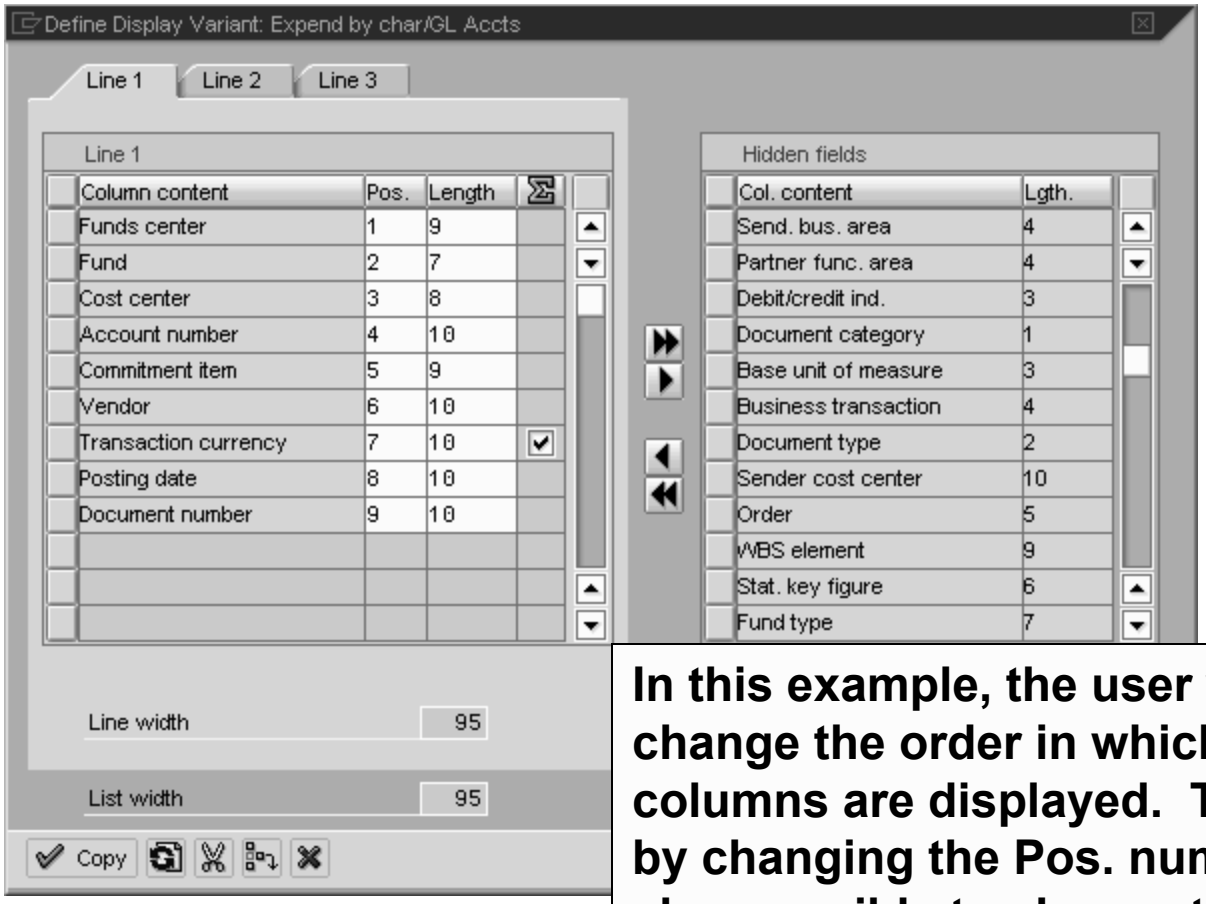


Year	BA	Funds ctr	Fund	Cost ctr	Order	WBS elem.	Account	Cmmt item	Trans.cur.	Pstg date	Doc.no.	Re
2002	0513	056	EVA0100	353210			2111001000	502:00:02	136.52	04/29/2002	1007330931	10
2002	0513	056	EVA0100	353210			2111001000	502:00:02	96.20	04/29/2002	1007330931	10
2002	0513	056	EVA0100	353210			2111001000	502:00:02	119.24	04/29/2002	1007330931	10
2002	0513	056	EVA0100	353210			2111001000	502:00:02	33.90	04/29/2002	1007330931	10
2002	0513	056	EVA0100	353210			2111001000	502:00:02	98.70	04/29/2002	1007330931	10
2002	0513	056	EVA0100	353210			2111001000	502:00:02	25.50	04/29/2002	1007330931	10
2002	0513	056	EVA0100	353210			2111001000	502:00:02	152.70	04/29/2002	1007330931	10
2002	0513	056	EVA0100	353210			2111001000	502:00:02	195.80	04/29/2002	1007330931	10
2002	0513	056	EVA0100	353210			2111001000	502:00:02	32.64	04/01/2002	1006332238	93
2002	0513	056	EVA0100	353210			2111001000	502:00:02	27.84	04/01/2002	1006332238	93
2002	0513	056	EVA0100	353210			2111001000	502:00:02	29.86	04/05/2002	1006775999	96
2002	0513	056	EVA0100	353210			2111001000	502:00:02	54.16	04/08/2002	1006805949	96
2002	0513	056	EVA0100	353210			2111001000	502:00:02	43.72	04/08/2002	1006805949	96
2002	0513	056	EVA0100	353210			2111001000	502:00:02	3.90	04/08/2002	1006805953	96
2002	0513	056	EVA0100	353210								
2002	0513	056	EVA0100	353210								
2002	0513	056	EVA0100	353210								
2002	0513	056	EVA0100	353210								
2002	0513	056	EVA0100	353210								
2002	0513	056	EVA0100	353210								
2002	0513	056	EVA0100	353210								
2002	0513	056	EVA0100	353210								
2002	0513	056	EVA0100	353210								
2002	0513	056	EVA0100	353210								

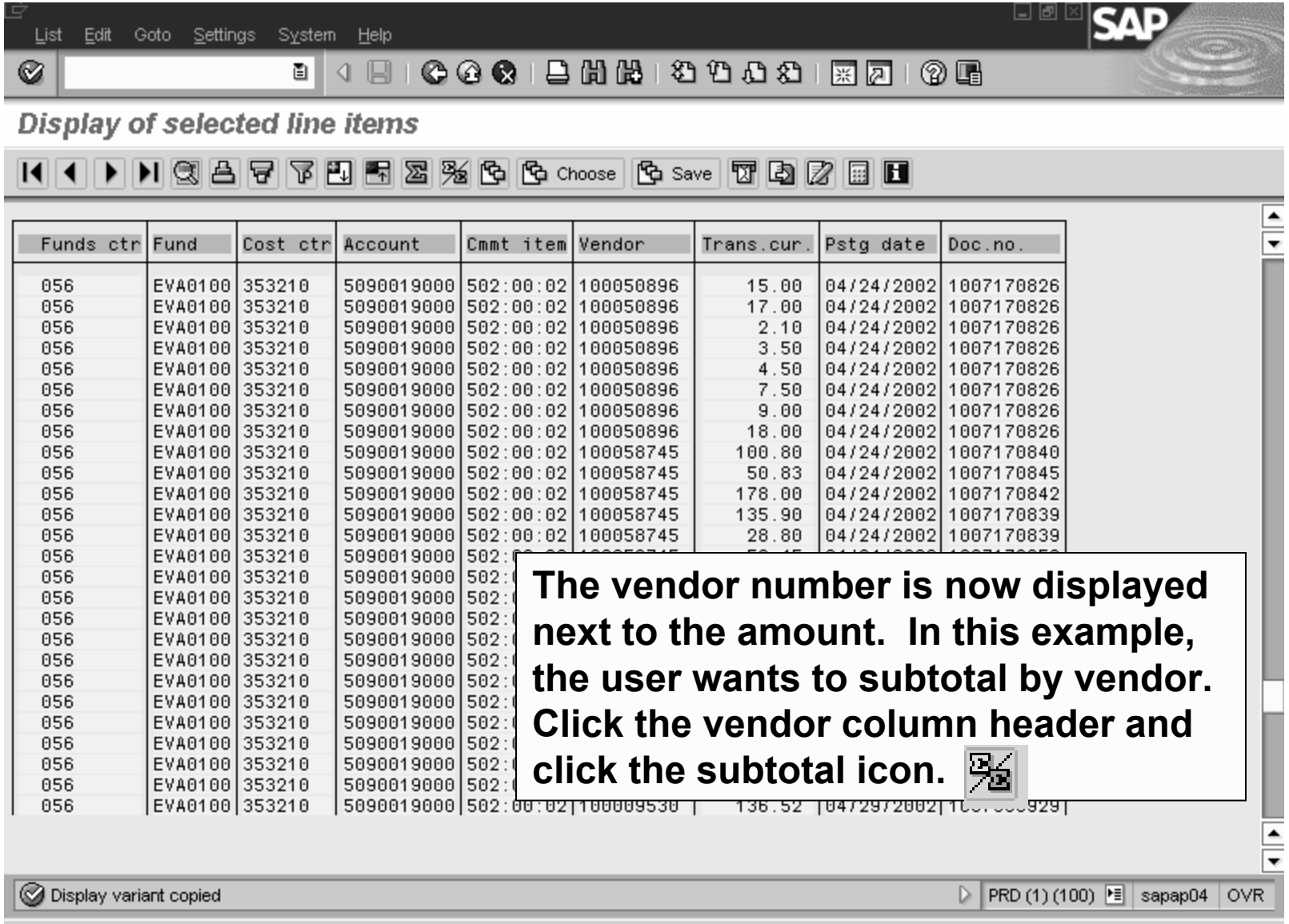
The GD20 has many of the same fields as GD13. Additional fields are document numbers and dates. It is possible to see additional fields by clicking the display variant icon and moving them from hidden to display.

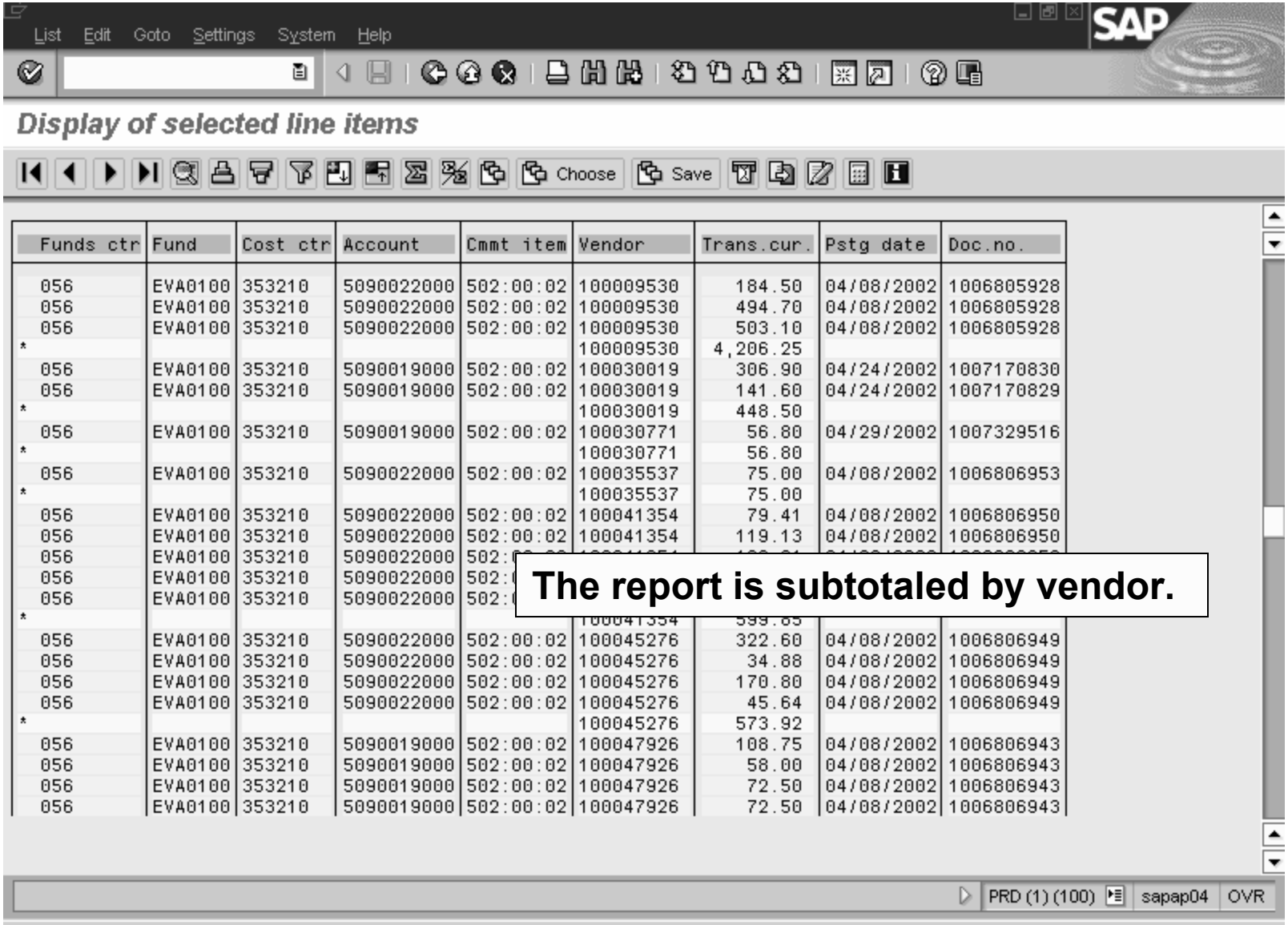


In this example, the user wants to add the vendor number. It can be highlighted and moved to the display field by using the arrow button.
Click copy to adopt the selections.



In this example, the user wants to change the order in which the columns are displayed. This is done by changing the Pos. number. It is also possible to change the length of the columns here. Click copy to adopt the selections.

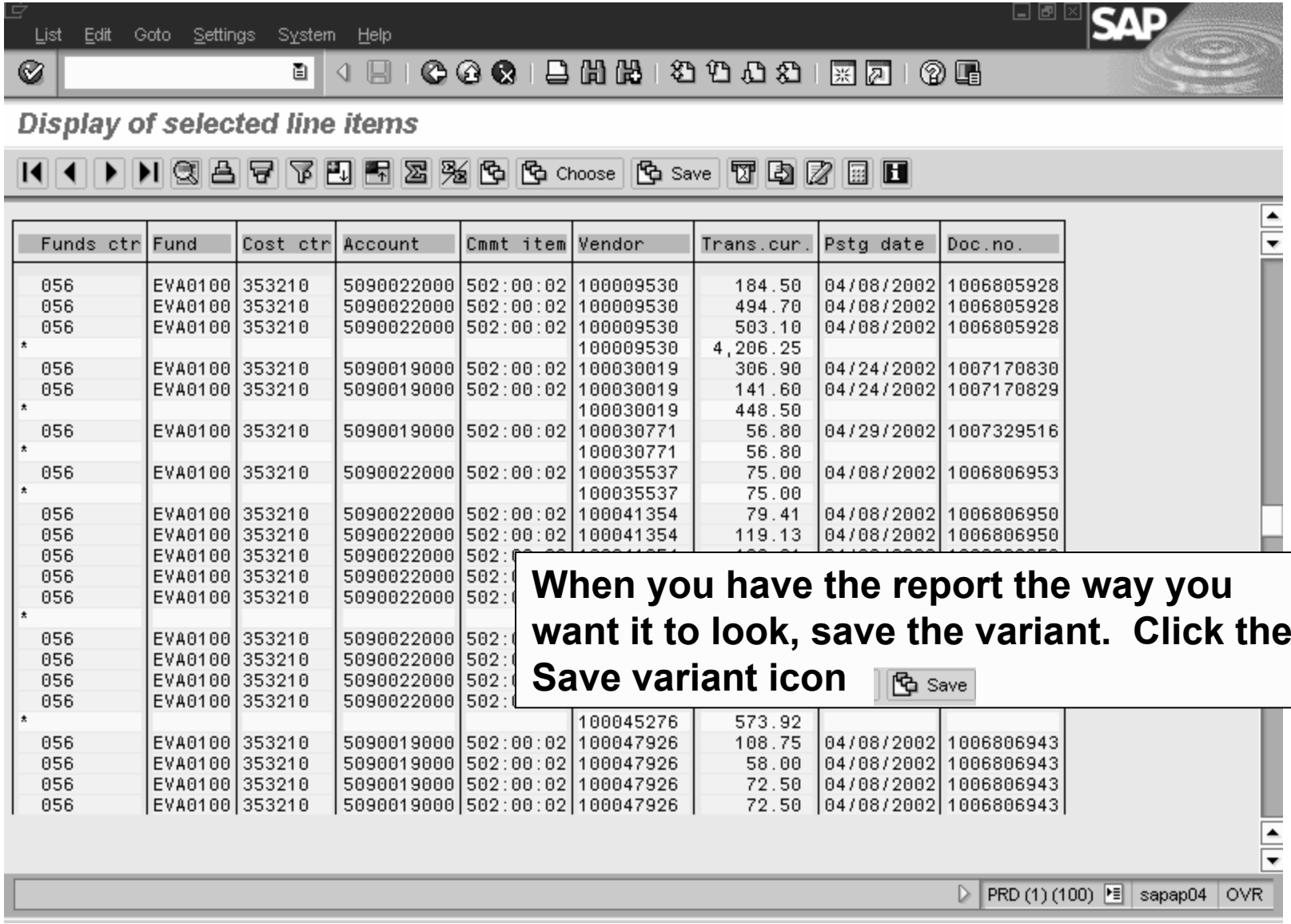

List Edit Goto Settings System Help
SAP
Display of selected line items
Choose
Save
Funds ctr | Fund | Cost ctr | Account | Cmmt item | Vendor | Trans.cur. | Pstg date | Doc.no.
056 | EVA0100 | 353210 | 5090019000 | 502:00:02 | 100050896 | 15.00 | 04/24/2002 | 1007170826
056 | EVA0100 | 353210 | 5090019000 | 502:00:02 | 100050896 | 17.00 | 04/24/2002 | 1007170826
056 | EVA0100 | 353210 | 5090019000 | 502:00:02 | 100050896 | 2.10 | 04/24/2002 | 1007170826
056 | EVA0100 | 353210 | 5090019000 | 502:00:02 | 100050896 | 3.50 | 04/24/2002 | 1007170826
056 | EVA0100 | 353210 | 5090019000 | 502:00:02 | 100050896 | 4.50 | 04/24/2002 | 1007170826
056 | EVA0100 | 353210 | 5090019000 | 502:00:02 | 100050896 | 7.50 | 04/24/2002 | 1007170826
056 | EVA0100 | 353210 | 5090019000 | 502:00:02 | 100050896 | 9.00 | 04/24/2002 | 1007170826
056 | EVA0100 | 353210 | 5090019000 | 502:00:02 | 100050896 | 18.00 | 04/24/2002 | 1007170826
056 | EVA0100 | 353210 | 5090019000 | 502:00:02 | 100058745 | 100.80 | 04/24/2002 | 1007170840
056 | EVA0100 | 353210 | 5090019000 | 502:00:02 | 100058745 | 50.83 | 04/24/2002 | 1007170845
056 | EVA0100 | 353210 | 5090019000 | 502:00:02 | 100058745 | 178.00 | 04/24/2002 | 1007170842
056 | EVA0100 | 353210 | 5090019000 | 502:00:02 | 100058745 | 135.90 | 04/24/2002 | 1007170839
056 | EVA0100 | 353210 | 5090019000 | 502:00:02 | 100058745 | 28.80 | 04/24/2002 | 1007170839
The vendor number is now displayed next to the amount. In this example, the user wants to subtotal by vendor. Click the vendor column header and click the subtotal icon.
Display variant copied
PRD (1) (100)
sapap04
OVR

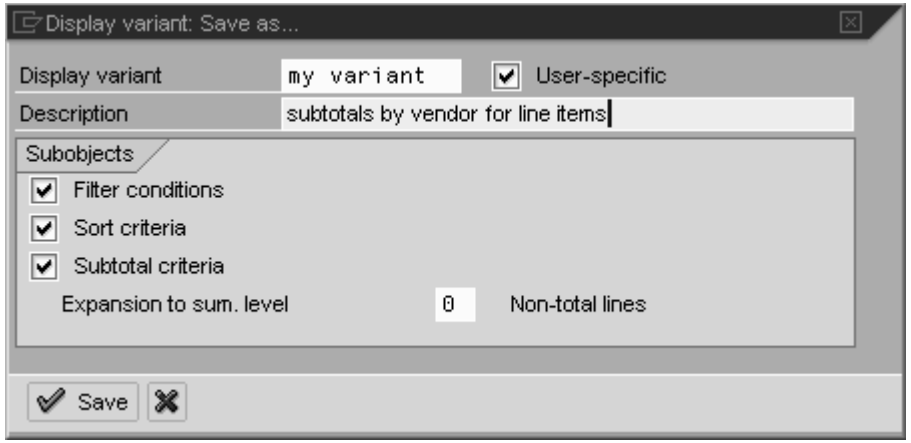


Funds ctr	Fund	Cost ctr	Account	Cmmt item	Vendor	Trans.cur.	Pstg date	Doc.no.
056	EVA0100	353210	5090022000	502:00:02	100009530	184.50	04/08/2002	1006805928
056	EVA0100	353210	5090022000	502:00:02	100009530	494.70	04/08/2002	1006805928
056	EVA0100	353210	5090022000	502:00:02	100009530	503.10	04/08/2002	1006805928
*					100009530	4,206.25		
056	EVA0100	353210	5090019000	502:00:02	100030019	306.90	04/24/2002	1007170830
056	EVA0100	353210	5090019000	502:00:02	100030019	141.60	04/24/2002	1007170829
*					100030019	448.50		
056	EVA0100	353210	5090019000	502:00:02	100030771	56.80	04/29/2002	1007329516
*					100030771	56.80		
056	EVA0100	353210	5090022000	502:00:02	100035537	75.00	04/08/2002	1006806953
*					100035537	75.00		
056	EVA0100	353210	5090022000	502:00:02	100041354	79.41	04/08/2002	1006806950
056	EVA0100	353210	5090022000	502:00:02	100041354	119.13	04/08/2002	1006806950
056	EVA0100	353210	5090022000	502:				
056	EVA0100	353210	5090022000	502:				
056	EVA0100	353210	5090022000	502:				
*					100041354	599.85		
056	EVA0100	353210	5090022000	502:00:02	100045276	322.60	04/08/2002	1006806949
056	EVA0100	353210	5090022000	502:00:02	100045276	34.88	04/08/2002	1006806949
056	EVA0100	353210	5090022000	502:00:02	100045276	170.80	04/08/2002	1006806949
056	EVA0100	353210	5090022000	502:00:02	100045276	45.64	04/08/2002	1006806949
*					100045276	573.92		
056	EVA0100	353210	5090019000	502:00:02	100047926	108.75	04/08/2002	1006806943
056	EVA0100	353210	5090019000	502:00:02	100047926	58.00	04/08/2002	1006806943
056	EVA0100	353210	5090019000	502:00:02	100047926	72.50	04/08/2002	1006806943
056	EVA0100	353210	5090019000	502:00:02	100047926	72.50	04/08/2002	1006806943

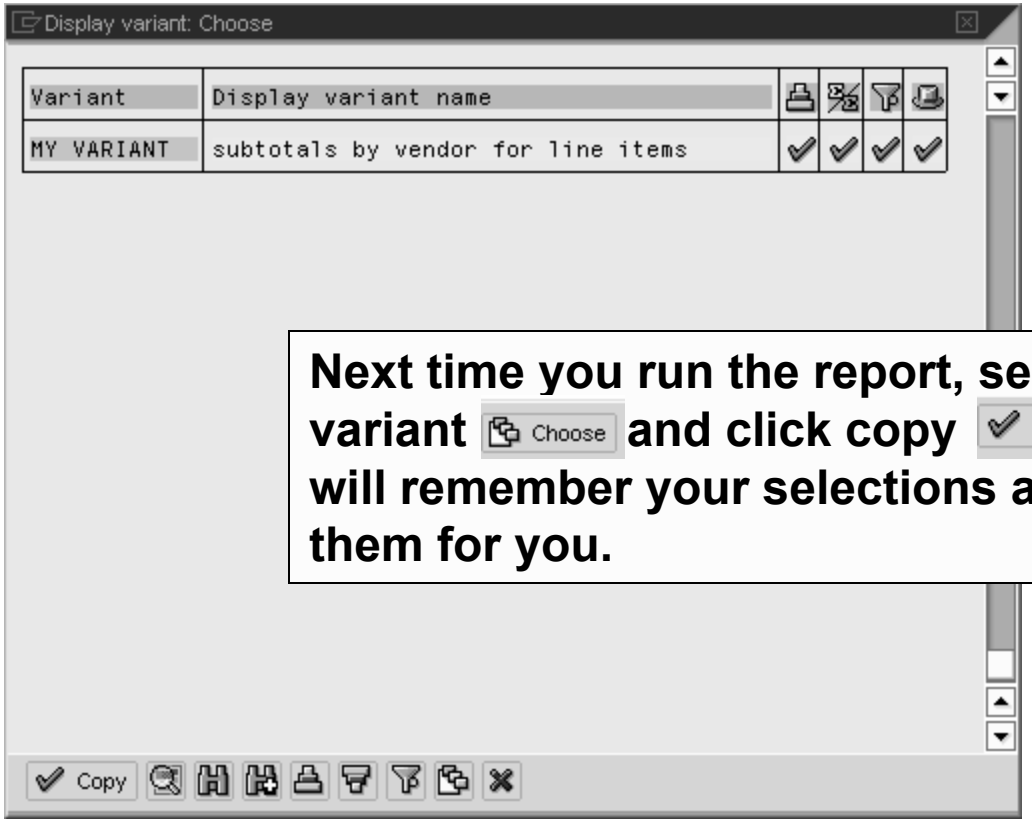
The report is subtotaled by vendor.

PRD (1) (100) sapap04 OVR


List Edit Goto Settings System Help
SAP
Display of selected line items
Choose
Save
Funds ctr | Fund | Cost ctr | Account | Cmmt item | Vendor | Trans.cur. | Pstg date | Doc.no.
056 | EVA0100 | 353210 | 5090022000 | 502:00:02 | 100009530 | 184.50 | 04/08/2002 | 1006805928
056 | EVA0100 | 353210 | 5090022000 | 502:00:02 | 100009530 | 494.70 | 04/08/2002 | 1006805928
056 | EVA0100 | 353210 | 5090022000 | 502:00:02 | 100009530 | 503.10 | 04/08/2002 | 1006805928
* | 100009530 | 4,206.25
056 | EVA0100 | 353210 | 5090019000 | 502:00:02 | 100030019 | 306.90 | 04/24/2002 | 1007170830
056 | EVA0100 | 353210 | 5090019000 | 502:00:02 | 100030019 | 141.60 | 04/24/2002 | 1007170829
* | 100030019 | 448.50
056 | EVA0100 | 353210 | 5090019000 | 502:00:02 | 100030771 | 56.80 | 04/29/2002 | 1007329516
* | 100030771 | 56.80
056 | EVA0100 | 353210 | 5090022000 | 502:00:02 | 100035537 | 75.00 | 04/08/2002 | 1006806953
* | 100035537 | 75.00
056 | EVA0100 | 353210 | 5090022000 | 502:00:02 | 100041354 | 79.41 | 04/08/2002 | 1006806950
056 | EVA0100 | 353210 | 5090022000 | 502:00:02 | 100041354 | 119.13 | 04/08/2002 | 1006806950
When you have the report the way you want it to look, save the variant. Click the Save variant icon
Save
* | 100045276 | 573.92
056 | EVA0100 | 353210 | 5090019000 | 502:00:02 | 100047926 | 108.75 | 04/08/2002 | 1006806943
056 | EVA0100 | 353210 | 5090019000 | 502:00:02 | 100047926 | 58.00 | 04/08/2002 | 1006806943
056 | EVA0100 | 353210 | 5090019000 | 502:00:02 | 100047926 | 72.50 | 04/08/2002 | 1006806943
056 | EVA0100 | 353210 | 5090019000 | 502:00:02 | 100047926 | 72.50 | 04/08/2002 | 1006806943
PRD (1) (100)
sapap04
OVR



Give the variant a name and description. If you want it to be user-specific (only you can use or change it), make sure the box is checked. Save.



Next time you run the report, select the variant Choose and click copy Copy AASIS will remember your selections and display them for you.